

YORK TECHNICAL COLLEGE

STUDENT HANDBOOK and CATALOG

2010-2011

York Technical College issues this student handbook and catalog for the purpose of furnishing all interested persons with information about the College and its various programs. Announcements and policy statements in this catalog are subject to change without notice and may not be regarded in the nature of binding obligations on the College. Efforts will be made to keep changes to a minimum, but changes in policy by the Area Commission of York Technical College or by the State Board for Technical and Comprehensive Education may make some changes necessary.

Notice of Student Responsibility: Students are responsible for reading this publication to familiarize themselves with the policies and procedures of the College. Failure to read this publication does not excuse students from the rules and procedures described herein.

If special accommodations are needed to read this catalog, contact the Special Resources Office at (803) 327-8007.

YORK TECHNICAL COLLEGE

DR. GREG F. RUTHERFORD
President

YORK COMMISSION FOR TECHNICAL EDUCATION

Mr. Bruce A. Vaughan, Chair
Mr. Charles Z. Robinson, Vice Chair
Mr. E. Paul Basha
Mr. James C. Hardin, III
Dr. A. Douglas Marion
Mr. Harry M. Miller, Jr.
Mr. Govan T. Myers
Mr. Robert B. Meek, Jr.
Ms. Geri H. Rucker
Mr. Jeffrey C. Sigmon

YORK TECHNICAL COLLEGE FOUNDATION

Mr. Ladson A. Barnes, Jr.
Mr. Robert S. Boekhout
Mr. Barry D. Branch
Mr. Tom S. Camp
Mr. Franklin S. Campbell
Mr. Thomas G. Carlisle
Dr. Edward F. Duffy
Mrs. Raye Felder
Mr. Robert A. Greco
Mr. William J. Hagner
Mr. Dehler Hart
Mr. James H. Horner, Jr.
Mr. Richard F. Jiran
Ms. Angela H. McCrae
Mr. Joseph M. McElwee
Mr. John M. Miner
Mr. Charles Z. Robinson
Dr. Greg F. Rutherford
Mr. David W. Shinn, President
Mr. Theodore J. Solomon
Mrs. Gwen M. Thompson
Mrs. Beverly Timmons
Mrs. Bessie P. Vastis
Mrs. Kathleen P. Wilson

TABLE OF CONTENTS

College Calendar	7
THE COLLEGE	
History of the College.....	9
Mission of the College.....	9
Campus and Buildings	10
Research and Application Training Facilities	10
Off-Campus Centers	13
ADMISSIONS	
Accreditation	16
Non-Discrimination Policy	16
Open Admissions.....	16
Residency Information.....	16
General Admission Requirements	16
Special Admission Requirements	17
Admission Procedures	18
Technical Standards.....	19
Admission with Advanced Standing.....	19
Statewide Transfer Agreements	19
Other Articulation Agreements	19
Charlotte Area Education Consortium.....	19
Exemption Credit Options	19
International Baccalaureate Credit Award Policy....	20
Advanced Placement Testing Program (AP) and College Level Examination Program (CLEP).....	20
Transfer Credit.....	23
Transfer of Military Credit.....	24
Readmission to the College	24
Financial Resources	24
Corporate and Continuing Education.....	24
Types of Assistance	24
Veterans' Benefits	29
V.A. Certification for Online Courses	29
EXPENSES	
Fees.....	31
Refund Policies.....	32
Past Due Indebtedness.....	33
ACADEMIC REGULATIONS	
Grading System	35
Privacy of Student Educational Records Policy.....	36
Academic Fresh Start.....	37
Standards of Progress.....	38
Enrollment Information	40
Student Records.....	42
English Proficiency Student Complaint Procedures	42
Student Ownership & Equity Guidelines.....	43
Graduation Information	43

STUDENT SERVICES

Student Services.....	46
Student Conduct.....	49
Student Appeals & Disciplinary Review Committee.....	50
Miscellaneous Campus Guidelines	50
Student Insurance.....	51
Health Services	51
English Proficiency Student Complaint Procedure	52
Student Right-To-Know and Campus Security Act..	52
Jeanne Cleary Act..	53
Public Safety.....	54
Prohibition of Weapons..	54
Campus Sex Crimes Prevention Act.....	54
Drug-Free Schools and Campuses Initiative.....	54
College Use of Photographs.....	55
Visitors.....	55
Emergency Notification.....	55
Traveling Abroad.....	55

PROGRAMS OF STUDY

BUSINESS, COMPUTER, ARTS AND SCIENCES DIVISION

Learning Assistance Center	58
Administrative Office Technology	58
Administrative Support Diploma.....	61
Customer Service Certificate	62
Data-Entry Certificate.....	62
Legal Office Certificate	63
Medical Office Certificate	63
Office Applications.....	64
Business Administration	64
Accounting.....	65
General Business	66
Management	69
Accounting Clerk Certificate	73
Entrepreneurial Certificate.....	74
Financial Services Certificate	74
Human Resources Management Specialist Certificate	75
Payroll/Income Tax Certificate.....	75
Information Technology	76
Computer Technology	77
Digital Design Certificate	79
Network Administration Certificate.....	79
Network Operations Certificate..	80
Network Security Certificate	80
PC Tech Support Certificate	81
Web Programming Advanced Certificate	81
Computing Resources and Facilities.....	82
Associate in Arts.....	82
Associate in Science	82
Analytical Chemistry Certificate	86
Environmental Science Certificate.....	87
College Transfer: State Policies and Procedures	87

General Studies Certificate	93
University Studies Certificate	94

HEALTH AND HUMAN SERVICES DIVISION

General Information.....	97
Early Childhood Development Programs	98
Associate in Early Care & Education	99
Early Childhood Development Diploma.....	100
Early Childhood Development Certificate.....	101
Child Care Management Certificate	102
Infant & Toddler Development Certificate	102
Advanced Certificate Early Childhood Special Education	103
Criminal Justice Technology	103
Law Enforcement Certificate.....	105
Human Services Certificate	106
Expanded Duty Dental Assisting	108
Dental Hygiene	110
Health Science Certificate.....	112
Medical Laboratory Technology.....	113
Medical Assisting Certificate.....	115
Associate Degree Nursing	116
Practical Nursing	121
Emergency Medical Technician - Paramedic Certificate.....	125
Pharmacy Technician Certificate	127
Pre-Physical Therapist Assistant Certificate	128
Radiologic Technology	129
Surgical Technology.....	132
Central Service Certificate.....	134

INDUSTRIAL AND ENGINEERING TECHNOLOGIES DIVISION

Automotive Technology	137
Automotive Mechanics	138
Engine and Engine Repair Certificate.....	139
Automotive Electrical and Air Conditioning Certificate	140
Automotive Fuel Systems Certificate	140
Automotive, Brakes, Steering and Suspension Certificate	140
Automotive Power Trains Certificate	141
Building Construction Trades	141
Air Conditioning/Refrigeration Mechanics.....	142
HVAC Installer Certificate	143
HVAC Service Technician Certificate.....	144
HVAC Systems Design Certificate.....	144
Building Construction Management Certificate	145
Residential/Commercial Carpentry Certificate	146
Residential/Commercial Plumbing Certificate	147
Residential/Commercial Wiring Certificate.....	147
Computer Engineering Technology	148
Electronics Engineering Technology	150
Engineering Graphics Technology	153
Engineering Graphics Diploma	154
Engineering Transfer	156
General Engineering Technology	158
General Technology.....	159
Industrial Maintenance Technology	160

Industrial Maintenance Diploma	163
Industrial Electricity/Electronics	164
Basic Electricity Certificate	165
Motors and Controls Certificate.....	165
Programmable Controllers Certificate	166
Machine Tool.....	166
Advanced CNC Machinist Certificate	168
Mechanical Engineering Technology	169
Advanced Telecommunications Certificate	170
Basic Telecommunications Certificate	171
Teleproduction Technology	172
Welding	173
Basic Welding Certificate	174
MIG, TIG, and Pipe Welding Certificate.....	175

OTHER INSTRUCTIONAL SERVICES

Corporate and Continuing Education.....	177
Distance Learning Opportunities	178
Teleclasses	178
Telecourses	178
Online Courses.....	178
Hybrid Courses	178
Work-Based Learning.....	178
EXCELS	178

COURSE DESCRIPTIONS	179
----------------------------------	-----

COLLEGE PERSONNEL	233
--------------------------------	-----

***Tentative**
ACADEMIC CALENDAR
2010-2011

FALL SEMESTER

August 18	Fall Semester Classes Begin
September 6	Labor Day—College Closed
November 2	Election Day—College Closed
November 24	No Credit Classes
November 25-27	Thanksgiving Holidays—College Closed
December 11	Last Day of Fall Semester Classes
December 20-31	Winter Break

SPRING SEMESTER

January 10	Spring Semester Classes Begin
January 17	MLK Holiday—College Closed
February 18-19	No Credit Classes
March 7-12	Spring Break—No Credit Classes
May 7	Last Day of Spring Semester Classes
May 10	Graduation

SUMMER SESSION

May 31	Summer Session Classes Begin
July 4-8	Summer Break—No Credit Classes
July 4	Independence Day Holiday—College Closed
August 12	Last Day of Summer Session Classes

*The Calendar may change due to extenuating circumstances. A schedule of courses offered is published prior to each term. Please refer to the most current schedule.

THE COLLEGE

THE COLLEGE

HISTORY OF THE COLLEGE

York Technical College opened in 1964 as a Technical Education Center and began with 60 students enrolled in seven programs all housed in one building. The College has grown in the past four decades from the initial enrollment to over 7,700 credit students annually enrolled in 89 credit programs. The College campus has also grown from one building to 15. In 1974, York County Technical Education Center became York Technical College.

In addition to offering academic programs, the College provides continuing education for approximately 9,000 area residents and numerous businesses. This translates to over 256,000 contact hours of continuing education.

MISSION STATEMENT

York Technical College, a member of the South Carolina Technical and Comprehensive Education System, is a public, two-year, associate degree-granting institution. York Technical College seeks to contribute to the economic growth and development of York, Lancaster, and Chester counties and of the State. Through excellence in teaching and partnerships, the College responds to the technical and public service needs of the community. The College has an open admissions policy for qualified students and annually enrolls 5,500 to 6,000 credit students. York Technical College provides opportunities for individuals with diverse backgrounds and ability levels to acquire or upgrade the knowledge and skills necessary in engineering technology, industrial technology, information technology, business, health, or public service employment or for transfer to senior colleges and universities. In addition to teaching technical skills, the College seeks to provide graduates competency in written and oral communication, computer skills, mathematics, problem-solving, and interpersonal skills.

The College offers:

- . Associate degrees in the following areas:
 - vocational
 - technical
 - occupational
 - university transfer
- . Diplomas and certificates in the following areas:
 - vocational
 - technical
 - occupational
- . Developmental and remedial education
- . Custom-designed continuing education for business and industry
- . The Center for Accelerated Technology Training to train potential employees for new and expanding manufacturing companies
- . Student development and lifelong learning opportunities.

York Technical College pursues its mission based on these fundamental values:

LEARNING: The College is committed to addressing the diverse learning needs of the community in a student-centered environment.

EXCELLENCE: The College is dedicated to excellence in instruction, support services, and management of human and physical resources.

ACCESSIBILITY: The College is an open door institution of higher education for qualified students.

COMMUNICATION: The College recognizes and supports the importance of teamwork and communication both internally and externally.

COMMUNITY: The College believes in efficiently working with other educational systems, business, and industry to enhance economic growth and the quality of life for the people of the College's service area.

Approved by the York Technical College Commission, August 10, 2004

Approved by the SC Commission on Higher Education, November 4, 2004

CAMPUS AND BUILDINGS

York Technical College is located in Rock Hill, S.C. The modern campus with 15 buildings on 118 acres is 72 miles northwest of Columbia, S.C., and 20 miles south of Charlotte, N.C. The College also has seven off-campus sites providing educational opportunities.

Campus facilities include an Administration Building, five modern classroom buildings, Anne Springs Close Library, Student Services Building, two shop buildings, Facilities Maintenance Building, Grounds Building, Child Development Center, Student Center, which houses the student bookstore and food service, and the Baxter M. Hood Center.

The College's off-site facilities include the Professional Truck Driver Training and Construction Trades buildings near downtown Rock Hill. In Chester, S.C., the College operates the Chester Center off Hwy. 9 as well as a facility on Saluda Street and the Heavy Equipment Operator program north of town. The College's Kershaw-Heath Springs Center is in Kershaw, S.C.

RESEARCH AND APPLICATION TRAINING FACILITIES

The Anne Springs Close Library

The Anne Springs Close Library is conveniently located behind A Building and is open during day and evening hours. Resources for study and research are available on the library's web site, www.yorktech.com/library, as well as an online tour and tutorial, which familiarize new patrons with the library facility, collections, and services. The library's computer lab has numerous computers available for information retrieval and library research. Books, journals, newspapers, electronic databases, videocassettes, audiocassettes, DVDs, CDs, reference materials, and a photocopier are available for use. Class instruction on how to do library research is available upon request. Individual assistance is offered at all times by qualified librarians and library technical assistants.

Assessment Center

The Assessment Center provides testing services for make-up, distance learning, placement, exemption, and certification testing. The York Technical College Assessment Center is a member of the Consortium of College Testing Centers and the National College Testing Association. It is an authorized site for CLEP testing, IQT, National Center for Competency Testing, Schroeder Measurement Technology, and Castle Worldwide.

For more information about Assessment Center Services, call (803) 981-7176 or check the Assessment Center webpage at <http://academic.yorktech.com/departments/assess>.

The Science and Technology Building

The Science and Technology Building has six laboratories; conference room space; and faculty offices in environmental, chemistry, physical science, teleproduction, and physics studies.

THE COLLEGE

The Distance Learning facility has five multipurpose classrooms each with seating for up to 30 students. These facilities are available for credit and non-credit classes and other college-related functions.

The building also houses the College's Teleproduction program and the regional station for educational television and radio, WNSC-TV and WNSC-FM. Both have state-of-the-art studios, audio and video editing rooms, and production facilities. The station has enhanced distance-learning capability and digital technology, as mandated by the Federal Communications Commission (FCC), which enhances broadcast quality throughout the region.

The Education Technology Center

The Education Technology Center is located in the Science and Technology Building room 243 and promotes technology in learning. The Education Technology Manager and the Technology Specialists are available to provide technical services for on-line and other computer-based learning applications; to assist with audio/visual materials needed for instruction, student support services, and administrative projects; to assist with research and development of courses in alternate formats; and to provide related professional development opportunities to faculty and staff.

The Child Development Center

The Child Development Center of York Technical College is a training facility for students in Early Childhood Development accredited through the National Association for the Education of Young Children through 2013. NAEYC, 1313 L St. N.W. Suite 500, Washington DC 20005 Telephone: (202) 232-8777 || (800) 424-2460 || webmaster@naeyc.org. It is a non-profit, non-sectarian, interracial and non-political institution. Its purpose is three-fold:



- 1) To provide training for students in the area of child development.
- 2) To provide quality learning experiences for the children.
- 3) To provide quality child-care services to York Technical College students, faculty and staff and the community.

The Center is open 49 weeks a year, from 7:30 a.m. to 5:30 p.m. Children ages six weeks through five years are enrolled on a first-come, first-served basis by date of application. Qualified students at York Technical College may apply with the Adults in Transition Program for assistance with child care expenses. Any other individuals in need of financial assistance may apply with the ABC Block Grant Program.

Computer Center Facilities

In support of instructional and administrative computing, the computer center facilities include microcomputers in an Ethernet Local Area Network. The microcomputer hardware and software reflect the latest in information systems processing and offer students and faculty state-of-the-art capabilities for office automation, Internet access, computer-aided design, computerized accounting, and computer program development.

Construction Trades Center

The Center, located on Wilson Street in Rock Hill, features labs and classrooms for students enrolled in construction trades programs such as, carpentry, residential and commercial wiring and plumbing.

Office Technology

These labs, which are located in A Building, represent the latest in office technology. Students use a variety of equipment and software as they learn how to apply this technology to office automation applications.

Health and Human Services

The Health and Human Services Division has state-of-the-art laboratories in dental hygiene, expanded duty dental assisting, medical laboratory technology, nursing, radiologic technology, and surgical technology located on the first floor of A Building. These labs so nearly duplicate actual clinical settings that the surgical technology lab can be used as an operating room in case of a civil emergency, and the dental clinic is used to deliver basic dental services to patients.

Learning Assistance Center

The Learning Assistance Center offers courses in English, reading, mathematics and college skills. Support Services include a 16-station computer lab with remedial programs, including Skills Bank 4 and ELLIS.

Science

Laboratories located in A Building and the Science and Technology building support classes in general biology, microbiology, anatomy and physiology, chemistry, physics, and physical science. From the study of steam power to lasers and from the growth of cultured bacteria to the study of the biosphere, students and faculty explore and learn together.

Electronics

The laboratories in B Building have work stations with analog and digital oscilloscopes, waveform generators, power supplies, networked computers, and printers. These computers have software installed for analog, digital, and computer programming simulation and they can be interfaced with various microprocessors for testing student programs. These facilities provide for a broad range of laboratory experiences for students.

Engineering Graphics

Engineering graphics and computer-assisted design (CAD) labs are located in C Building. The labs use state-of-the-art equipment to teach students the latest in engineering graphics applications for business and industry. Classroom instruction and laboratory experiences are combined to help students understand necessary theoretical and practical applications.

Heating and Air Conditioning

Shops, located on the first floor of D Building, support troubleshooting and repair of residential and commercial heating and cooling systems as well as residential and commercial refrigeration systems. A computerized environmental control system supports experimentation and training in the programming, operation, and repair of fully automatic systems.

Industrial Maintenance

Labs and shops located in B, D, and G buildings support the Industrial Maintenance Department in areas such as motor controls, programmable logic controls, hydraulics, pneumatics, and robotics. These facilities provide “hands-on” real-world experiences for students and reinforce the material presented in the lectures.

Institute for Manufacturing Productivity (IMP)

The Institute for Manufacturing Productivity, a partnership between the College and industry, located in the C Building expansion sets a new standard for productivity, innovation, and training. This 30,000 square foot facility contains the latest generation of computer numerically controlled machine tools, simulators, and advanced CAM software.

THE COLLEGE

Machine Tool

The Machine Tool facility, located in C Building, provides students with real-world experience in machining operations ranging from manual lathe and mill operation to computer numeric control programming and operation. These clean, well maintained facilities offer an invitation to those students interested in skills which combine mental tasks with manual dexterity to produce quality metal and composite products.

Mechatronics Lab

The state-of-the-art facility, located in the Chester Center, enables students to receive hands-on-training in mechatronics. The lab features various types of electronics trainers, motors and motor drive trainers, and programmable logic controllers.

Teleproduction

A complete production facility, with video editing rooms and a fully equipped studio, is located in the Science and Technology Building. This facility provides a complete learning environment for students, and tremendous media development capabilities for the College.

Transportation

The Automotive Labs, located in D and G buildings, is equipped with computerized diagnostic tune-up and alignment equipment. Students learn troubleshooting and repair, using over 60 real-engine, transmission, and whole-vehicle training aids.

Welding

The Welding Shops, located on the first floor of D Building and at the Chester Center, are well equipped with gas, electric arc, MIG, and TIG facilities. Students work with both ferrous and non-ferrous metals, building container, structural, and piping systems. The Fabrication Shop is located in F Building.

The Baxter M. Hood Continuing Education Center

The Baxter M. Hood Continuing Education Center is the premier meeting and conference facility in the Carolinas. Located on the campus of York Technical College, this full-service 40,000-square-foot, state-of-the-art facility is an ideal setting for workshops, training sessions, meetings, conferences, and trade shows.

The Hood Center's design is flexible, efficient, and convenient to meet all of your event needs. The Hood Center offers video conferencing, a media presentation theater, and television production capabilities. The Barnes Telecommunications Theater can seat up to 200 people and the adjacent Kimbrell Exhibition Hall offers 2,500 square feet of additional space for special displays and demonstrations. The Center's 8,500-square-foot ballroom will seat up to 650 for meal functions or approximately 950 for lectures. In addition, there is a 17 PC computer lab and six dedicated breakout rooms of various sizes and configurations to allow for smaller events.

OFF-CAMPUS CENTERS

Through off-campus centers, York Technical College brings high-quality higher education opportunities closer to the residents of Chester and Lancaster counties. The Centers seek to contribute to the economic growth and development of Chester and Lancaster counties by responding to the respective County's educational and training needs. Students may take credit and non-credit courses in a traditional classroom setting, through live interactive audio/video teleclasses, via the Internet, or by CAI (computer-assisted instruction). Many college credit courses are offered each semester, and all may apply toward terminal degrees, diplomas or certificates at York Technical College, or they may apply toward university transfer credits. College admission, new student advising, placement testing, registration, proctored credit course

testing, payment of tuition and fees, library reference resources, and financial aid information and assistance are provided at the Centers. Up-to-date information on each Center may be obtained by accessing the Center's web page from the link on the York Technical College web page at www.yorktech.com.

York Technical College's off-campus Centers are:

The Chester Center, 525 College Place, Chester, SC 29706, 803-385-5884

The Kershaw-Heath Springs Center, 3855 Fork Hill Rd., Kershaw, SC 29067, 803-475-2418

ADMISSIONS

ACCREDITATION

York Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of York Technical College. Additional accreditation is associated with some specific programs and is described in the program information section of this catalog. Accreditation documents are located in the Office of the President.

NON-DISCRIMINATION POLICY

It is the policy of York Technical College not to discriminate on the basis of age, sex, race, religion, veteran status, national origin or disability in its educational programs, activities, or employment policies. The Title IX and Section 504 Compliance Officer is Edwina Roseboro-Barnes, Human Resources Director, York Technical College, 452 South Anderson Road, Rock Hill, South Carolina 29730. Telephone: (803) 981-7162.

OPEN ADMISSIONS

York Technical College makes a major effort to minimize barriers to post-secondary programs and services offered by the College. A high school diploma (or GED diploma), though desirable, is not a pre-requisite for college admission but may be required for specific program admission. Through its partnership with York Technical College, York County Adult Education now provides General Education Development (GED) instruction on campus using classroom facilities provided by the College. For more information call 981-1375.

RESIDENCY INFORMATION

In accordance with South Carolina Code of Laws 59-112-20, York Technical College is required to determine the residence classification of applicants at the time of admission. For the purpose of tuition and fees, residency status may be determined by any applicant or student information received by the College. To qualify for in-state tuition, a legal resident must have maintained his domicile in South Carolina for at least 12 months immediately preceding the first day of classes for the term for which resident classification is sought. In addition to the requirements above, legal residents of S.C. must also either be a U.S. citizen or have been awarded permanent resident status (documentation required) by the U.S. Department of Justice. All non-citizens and non-permanent residents of the United States will be assessed tuition and fees at the non-resident, out-of-state rate.

Students who do not meet this requirement should contact the Admissions Office for more information about documentation required for exceptions (i.e., military personnel and their dependents, full-time faculty and administrative employees of SC state-supported colleges/universities and their dependents, individuals with full-time employment in S.C. and their dependents, retired persons and persons on terminal leave, etc.).

The information the student declares will be used for calculation of tuition each semester until the student initiates and documents the change in residency status. Students paying in-state tuition and fees who are later determined to be non-South Carolina residents will be required to pay the difference between resident and non-resident tuition and fees retroactive to the beginning of the semester in question.

GENERAL ADMISSION REQUIREMENTS

Declaration of Citizenship or Legal Presence in the United States

The South Carolina Illegal Immigration Reform Act (S. C. Code Ann. #59-101-430 (Westlaw 2008) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. The College may require submission of documentation that supports the claim of legal

ADMISSIONS

presence in the United States. Any applicant providing false information related to their legal presence in the United States may be ineligible for admission or may be dismissed from the College if admitted. Any applicant who is found to be unlawfully present in the United States will be ineligible for admission or if admitted, will be dismissed from the College.

Students who enter the College must possess a high school diploma or its equivalent or be eighteen years of age or older. Non-high school graduates under the age of 18 may attend York Technical College under the following special conditions:

A. Applicants who are at least 16 years old and currently enrolled in the eleventh or twelfth grade of a secondary school may enroll in selected courses at York Technical College. This enrollment is based on the following conditions:

1. Students must continue their enrollment in secondary school.
2. Students must submit written permission of one parent and secondary school official. In the case of an applicant for a dual credit course or from a home school, the agreement must be between the College and a district administrator from the school district or an authorized educational agency which has jurisdiction over the home school.
3. Students must be at least 16 years of age on the first day of class for any desired course

B. Applicants between the ages of 16 and 17 who are not enrolled in school may receive individual consideration for enrollment based on the following conditions:

1. Students must submit written request of one parent or guardian and the written permission of the public school official in whose school the applicant should be enrolled.
2. Students must be at least 16 years of age on the first day of class for any desired course
3. Students must be eligible to return to the last high school attended before they can be considered for admission

C. Applicants who are 16 years of age or older or who are eligible to enter the tenth grade in a secondary school may enroll in courses at York Technical College for the summer term without written permission of parent or public school official.

Qualifications for students not meeting the above criteria may be individually reviewed by the Associate Vice President for Academic and Student Affairs.

Each academic department has determined minimum test scores on Reading, Math and English for placement into the general education courses needed for each program. The Admissions Office uses these scores as guidelines in the student acceptance process.

Within budget, space, and personnel limitations, applicants not meeting curriculum placement criteria shall be, at their discretion, placed in a program of developmental study or referred to Adult Education.

SPECIAL ADMISSION REQUIREMENTS

Senior Citizens

South Carolina residents who are at least 60 years of age and not employed full-time are permitted to attend credit classes on a space-available basis without payment of tuition. Students cannot register under this provision until the three days preceding the first day of the semester. A \$20 registration fee

(non-refundable) is charged each semester, along with any other fee associated with the course or courses. The registration fee covers the cost of accident insurance, parking, and a student ID card.

Veterans and Veterans' Dependents

Veterans and Veterans' Dependents may apply for veterans' educational benefits through the Financial Resources Office in the Student Services Building.

Foreign Students

Non-resident aliens who are in the United States for the purpose of studying at a college or university must attend a school that has been authorized by the U.S. Citizenship and Immigration Services (USCIS) to enroll foreign students. Foreign nationals holding an F-1 student visa must attend a college or university which is authorized to issue USCIS form I-20 (Certificate of Eligibility for Nonimmigrant Student Status). York Technical College is not authorized to enroll foreign students in F, M, or J categories. For further information, contact the Admissions Office.

Students with Disabilities

Students with documented disabilities who require special accommodations should contact the Special Resources Office in Student Services at (803) 327-8007. York Technical College needs reasonable advanced notice to implement appropriate academic accommodations.

ADMISSION PROCEDURES

A. Applicants who plan to pursue a degree, diploma, and certificate programs need to complete the following steps:

1. Complete and submit an application for admission available at www.yorktech.com or in the Admissions Office.
 2. Have official transcripts of any previous college credit earned sent to the College if evaluation of transfer credit is desired. (See TRANSFER CREDIT)
- NOTE:** Individuals who plan to receive credit for previously earned college work should contact the Admissions Office to determine if taking a placement test is necessary.
3. Take the College placement test or submit satisfactory SAT or ACT scores.
 4. Confirm your program choice with an Admissions Counselor and be admitted to the College.
 5. Plan schedule with an advisor.
 6. Register and pay for classes.

SPECIAL NOTE: Entry to Health and Human Services programs requires a physical examination in addition to meeting any other departmental requirements. See the Admissions Office for additional information.

B. Applicants who do not plan to pursue a degree, diploma, or certificate program but want to register for a credit course of special interest or for Career Development purposes should:

1. Complete and submit an application for admission available online at www.yorktech.com or in the Admissions Office.
2. Contact the Admissions Office to determine if any prerequisites are required.
3. Be admitted into the Career Development program.
4. Register and pay for classes.

C. Applicants who plan to take a Continuing Education course should:

1. Contact the Continuing Education Office at (803) 325-2888 for class information.
2. Register and pay for classes.

ADMISSIONS

Students less than 16 years of age may enroll in non-credit, continuing education courses with their parent or guardian. The students must be of an age when the course will be of educational or vocational value. The College administration reserves the right to make this determination.

TECHNICAL STANDARDS

Technical standards are published by the instructional divisions for each program of study at York Technical College. The purpose of technical standards is to identify essential requirements that students must meet in order to complete program competencies successfully. All applicants receive a copy of the technical standards upon admission to a program. Students have the responsibility to read the technical standards and understand the competencies required in their program of study. Large print or audio cassette editions are available upon request to the Special Resources office. All inquiries concerning technical standards should be directed to the program department managers.

ADMISSION WITH ADVANCED STANDING

York Technical College awards credit for satisfactory completion of courses in other technical colleges, technical institutes, or accredited colleges. Applicants for admission with advanced standing should complete the College admission application and submit the application to the Admissions Office with an official transcript of work from other schools. All rules regulating the transfer of credit must be met and acceptance of such credit will be at the discretion of the Academic Records Office, Division Associate Vice President for Academic Affairs, and Executive Vice President for Academic & Student Affairs.

STATEWIDE TRANSFER AGREEMENTS

The South Carolina Commission on Higher Education has established a list of technical college courses which are universally accepted by South Carolina's state-supported colleges and universities. York Technical College offers many of these courses, which may transfer for credit in various majors at the state-supported senior colleges. For additional information, please refer to the College's Transfer Guide at www.yorktech.com/registrar/.

OTHER ARTICULATION AGREEMENTS

York Technical College has documented articulation agreements for acceptance of additional credits with the University of South Carolina-Columbia & Upstate, South Carolina State University, the College of Charleston, Lander University, and Winthrop University. For additional information, please contact the College Transfer Office at 803-981-7143.

CHARLOTTE AREA EDUCATION CONSORTIUM (CAEC) INTER-INSTITUTIONAL STUDENT EXCHANGE PROGRAM

The CAEC is comprised of two-year and four-year public and independent colleges and universities in North and South Carolina. Its goal is to provide collaborative and innovative ways to serve the educational and training needs in the Charlotte-Metrolina region. The CAEC Inter-Institutional Student Exchange Program allows degree-seeking students enrolled full-time at their home institution to enroll in required courses at another CAEC-member institution with no tuition cost. Students are required to complete the CAEC Inter-Institutional Registration form which is available in the Academic Records Office at their home institution. Registration under this agreement may only occur during the three days preceding the first day of the semester and is on a space-available basis. Enrollment under this agreement may only be used during the Fall and Spring terms at York Technical College. Contact the Academic Records Office or visit www.caeconline.org/about/about.html for more information.

EXEMPTION CREDIT OPTIONS

The following is the exemption process for York Technical College. Procedures may change based on specific needs.

1. All exemption examinations require a test fee. For details, call (803) 981-7176 or check the website at <http://academic.yorktech.com/department/assess>.

A. *Conditions:* Any student who requests an exemption test must obtain approval of the Department Chair or designated faculty for courses other than those listed in the College's Exemption Test brochure. Students will be allowed one attempt to take this test at a time arranged by the Department Chair, the student, and the test administrator.

B. *Administration of Examination:* The Department Chair will determine the appropriate time, place, and test administrator.

C. *Kind of Credit:* Exemption credit will be awarded with a grade of "E" on the transcript, with no guaranteed transfer option, for exemption exams completed with the appropriate passing score.

D. *Application Procedure:* Students must complete an application for the test and pay the testing fee at the Business Office prior to making the appointment for the test.

2. At least 25 percent of semester credit hours required for program completion must be earned through instruction at York Technical College.

3. In order to receive York Technical College credit for exempted courses, the student must meet one of the following requirements:

Enroll in the College within 12 months following the administration of the test and complete one semester at York Technical College.

Or

Complete the required test within two consecutive terms following the last term of attendance if the student was previously enrolled. If the student exceeds the two consecutive term time limit, he or she must be readmitted to the College and meet the program requirements in the current catalog.

Students with appropriate work experience, professional certificates, or other relevant collegiate or non-collegiate training or experience may request consideration for exemption credit by contacting the Academic Records Office.. Students with foreign credentials may request consideration for exemption credit by having a course-by-course report from World Education Services (<http://www.wes.org/ca/>) sent to York Technical College's Academic Records Office. The Academic Records Office and subject-area department chairs will review the documentation to determine eligibility for exemption credit. Students must be admitted to a credit program for course evaluations to be processed.

INTERNATIONAL BACCALAUREATE (IB) CREDIT AWARD POLICY

First-time freshman at York Technical College may be able to receive exemption credit for International Baccalaureate courses. The college will award credit for the IB course in which a score of 4 or higher has been achieved on a higher-level IB course. The amount of college course credit awarded will be equivalent to the credit hour value of the college course for which the IB credit is being accepted. For further information, students should contact the Academic Records Office.

ADVANCED PLACEMENT TESTING PROGRAM (AP) AND COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

ADMISSIONS

TABLE I
ADVANCED PLACEMENT TEST—REQUIRED SCORES

AP Subject Area Test	Required Minimum Score	York Tech Course	Semester Credit Hours
ART HISTORY	3	ART 101	3.0
BIOLOGY	3	BIO 101	4.0
Environmental Science	4 3	BIO 101 & BIO 102 BIO 205 & BIO 206	4.0 & 4.0 3.0 & 1.0
CHEMISTRY	3	CHM 101	4.0
COMPUTER SCIENCE			
Computer Science: A	3	CPT 101	3.0
Computer Science: AB	3	CPT 101	3.0
ECONOMICS			
Microeconomics	3	ECO 211	3.0
Macroeconomics	3	ECO 210	3.0
ENGLISH			
English Language & Composition	3	ENG 101	3.0
English Literature & Composition	3	ENG 101	3.0
English Literature & Composition	4	ENG 101& ENG 102	3.0 & 3.0
FRENCH LANGUAGE	3	FRE 101 & FRE 102	4.0 & 4.0
GERMAN LANGUAGE	3	GER 101 & GER 102	4.0 & 4.0
GOVERNMENT			
U.S. Government & Politics	3	PSC 201	3.0
Comparative Government & Politics	3	PSC 210	3.0
HISTORY			
U.S. History	3 4	HIS 201 HIS 201 & HIS 202	3.0 3.0 & 3.0
HISTORY			
European History	3 4	HIS 101 HIS 101 & HIS 102	3.0 3.0
MATHEMATICS			
Calculus AB	3	MAT 140	4.0
Calculus BC	4	MAT 140 & MAT 141	4.0 & 4.0
Statistics	3	MAT 165	3.0
MUSIC			
Music Theory	3	MUS 105	3.0
PHYSICS			
Physics B	3 4	PHY 201 PHY 201 & PHY 202	4.0 4.0 & 4.0
PSYCHOLOGY			
Psychology	3	PSY 201	3.0
SPANISH Language	3	SPA 101	4.0

**TABLE II: COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)
REQUIRED SCORES**

CLEP Subject Area	Minimum Score	York Tech Course	Semester Credit Hours
BIOLOGY General Biology	50	BIO 101 & BIO 102	4.0 & 4.0
BUSINESS Principles of Management	50	MGT 101	3.0
Financial Accounting	50	ACC 101	3.0
Introductory Business Law	50	BUS 121	3.0
Principles of Marketing	50	MKT 101	3.0
CHEMISTRY General Chemistry	50	CHM 101	4.0
COMPUTER SCIENCE Information Systems and Computer Applications	50	CPT 101	3.0
ECONOMICS Principles of Macroeconomics	50	ECO 210	3.0
Principles of Microeconomics	50	ECO 211	3.0
ENGLISH College Composition	50	ENG 101 & ENG 102	3.0 & 3.0
College Composition w/Modular ¹	50	ENG 101	3.0
American Literature	50	ENG 201 & ENG 202	3.0 & 3.0
English Literature	50	ENG 205 & ENG 206	3.0 & 3.0
GERMAN	50	GER 101 & GER 102	4.0 & 4.0
GOVERNMENT American Government	50	PSC 201	3.0
HISTORY History of the U.S. I	50	HIS 201	3.0
History of the U.S. II	50	HIS 202	3.0
Western Civilization I	50	HIS 101	3.0
Western Civilization II	50	HIS 102	3.0
MATHEMATICS College Algebra	50	MAT 110	3.0
College Trigonometry	50	MAT 111	3.0
Calculus	50	MAT 140	4.0
PSYCHOLOGY Introductory Psychology	50	PSY 201	3.0
Human Growth & Development	50	PSY 203	3.0
SOCIOLOGY Introduction to Sociology	50	SOC 101	3.0
SPANISH Language	50 63	SPA 101 SPA 101 & SPA 102	4.0 4.0 & 4.0

¹College Composition Modular is not a local exam, but York Technical College will accept the test and award 3.0 credits for students scoring 50 or higher.

ADMISSIONS

Students enrolled at York Technical College may apply to receive exemption credit for Advanced Placement (AP) subject area tests. The AP chart on page 21 lists the courses for which there are comparable York Technical College courses. Other subject area AP tests not listed may receive exemption credit for a score of 3 or more. Students should consult with the academic department chair for their program to determine if the exemption credit can be applied to their program. Students who wish to receive AP exemption credit must arrange to have their official AP scores sent from the College Board Testing Service to the Academic Records Office. For further information, students should contact the Academic Records Office.

Students enrolled at York Technical College may apply to receive exemption credit for College Level Examination Program (CLEP) subject area tests. Exemption for CLEP subject area exams is only granted for courses for which there is a comparable York Technical College course. Refer to the chart on page 22 for approved CLEP courses and minimum scores. Students who wish to receive CLEP exemption credit must arrange to have their official CLEP scores sent from the College Board Testing Service to the Academic Records Office. The York Technical College Assessment Center administers CLEP exams for a fee. Students should call (803) 981-7176 for details. For further information, students should contact the Academic Records Office.

TRANSFER CREDIT

Students planning to transfer credit from York Technical College to other postsecondary institutions are responsible for confirming the transferability of courses with those institutions. Students planning to transfer courses from other postsecondary institutions to York Technical College must adhere to the following guidelines:

1. Students must have official transcripts of completed courses from postsecondary institutions attended sent to the College.
2. Course credit must have been earned at a postsecondary institution accredited at the college level by a nationally recognized regional accrediting agency or by a nationally recognized health accrediting agency for hospital-based transfer credit. Coursework completed at either hospital or college-sponsored accredited radiologic technology programs that are recognized by the Joint Review Committee on Education in Radiologic Technology is eligible for consideration.
3. To receive transfer credit in a program, a course must be required or approved as an elective in the curriculum being entered.
4. A grade of “C” or better must have been earned in each course to be considered for transfer.
5. Course credits being transferred must have been earned within the last 12 years unless a degree or diploma was earned. Shorter course eligibility time limits may apply to selected courses in certain programs.
6. Credit for the courses to be transferred must show on an official transcript from the granting institution.
7. Credits transferred from other institutions may not exceed 75 percent of the total credits required by York Technical College for graduation.
8. Courses transferred into a curriculum must have equivalent or greater credits and be comparable to York Technical College courses which are required or approved as electives in the curriculum. These courses will be assigned a grade of “TR” and will not be calculated in the grade-point ratio (GPR).

9. New students eligible to receive transfer credit must enroll within two semesters of the time the credit is approved. Currently enrolled or former students may transfer credit back to York Technical College to graduate within two consecutive terms following the last term of attendance if the student was previously enrolled. If the student exceeds the two consecutive term time limit, he or she must be readmitted to the College and meet the program requirements in the current catalog.

TRANSFER OF MILITARY CREDIT

York Technical College awards exemption and/or transfer credit for appropriate educational experiences in the armed services. In determining credits to be awarded, recommendations provided in the *Guide to the Evaluation of Education Experiences in the Armed Services*, published by the American Council on Education, are considered.

READMISSION TO THE COLLEGE

A student who has not attended the College as a credit student for two consecutive terms and wishes to reenter must be readmitted to the College through the Admissions Office. Readmitted students must meet the graduation requirements in the current catalog for their program unless an exception is recommended and approved by the academic division.

FINANCIAL RESOURCES

General Information

The Financial Resources Office seeks to provide assistance to students, enrolled in eligible programs, who demonstrate financial need and have a desire to attend college. The types of aid available include grants, scholarships, tuition assistance programs, part-time employment, and loan programs. Financial Resources counselors are available to advise and assist students in applying for financial assistance. All students are encouraged to apply by the priority deadline for each semester. The following priority deadlines apply:

Fall Semester	June 1
Spring Semester	November 1
Summer Session	March 1

Financial need is determined by a standard formula established by the U.S. Congress to evaluate the information reported by the parents and/or the student from the **Free Application for Federal Student Aid (FAFSA)**. The formula produces an Expected Family Contribution (EFC) number. The financial need is determined by subtracting the EFC from total cost of attending York Technical College. The FAFSA form must be submitted each academic year and is available online at www.fafsa.ed.gov.

CORPORATE AND CONTINUING EDUCATION

Continuing Education courses are non-credit; therefore, fewer forms of financial assistance are available. For more information, please contact the Continuing Education Department at (803) 325-2888.

TYPES OF ASSISTANCE

Federal Pell Grant—The Federal Pell Grant is a program which provides the foundation of financial assistance for postsecondary education. These grants range from \$330 to \$5,550 per year for tuition, books, and other educational expenses.

Federal Academic Competitiveness Grant (ACG) – The Federal ACG is a program to assist eligible students by helping them meet the cost of postsecondary education. ACG is available to students who completed a rigorous program of study in high school and graduated in 2005 or after

ADMISSIONS

Eligible students must be Pell Grant recipients who are enrolled at least half-time. Awards range from \$750 to \$1,300 per year.

Federal Supplemental Educational Opportunity Grant (FSEOG)—FSEOG may provide an additional \$100 - \$800 per year to Pell Grant recipients who demonstrate, through the FAFSA, to have extreme financial need. FSEOG funds are limited; therefore, students should apply early.

South Carolina Need-Based Grant (SCNBG)—The SCNBG is a State-funded, need-based grant for students enrolled as undergraduates in public institutions of higher learning in South Carolina. These grants range from \$625 to \$2,500 per year at York Technical College and are limited to four full-time semesters. Students apply through the FAFSA. Funds are limited; therefore, students should apply early.

Lottery Tuition Assistance Program—The purpose of the Lottery Tuition Assistance Program (LTAP) is to provide resources that supplement, not supplant existing resources for educational purposes to South Carolina students. The program will assist students who wish to attend two-year public or independent colleges in the State. The semester award amount is subject to change based on yearly program funding. All students, except those who completed the FAFSA waiver form are required to file the FAFSA and complete the process to determine eligibility for federal student aid each academic year. Adjustments to the Lottery Tuition Assistance Award will be made when a Federal Pell Grant, ACG, FSEOG, and SCNBG are part of the student's financial aid package. In addition, if you enroll for less than full-time, the amount will be prorated. In order to be eligible, South Carolina residents must have registered for a minimum of 6.0 credit hours. Financial need is not part of the criteria for LTAP eligibility.

Students who meet certain documented conditions may be eligible to receive Lottery Tuition Assistance without filing the FAFSA. Please refer to the FAFSA Waiver form in Campus Cruiser on the College's website at www.yorktech.com under Student Forms for the exceptions and documentation required. By signing this form, students waive their rights to other types of financial assistance for the academic year.

LIFE Scholarship Program—The Legislative Incentive for Future Excellence (LIFE) Scholarship Program is a merit-based program. Eligible students who attend York Technical College may receive the cost of tuition and fees each fall and spring term for up to two consecutive years and \$300 book allowance. Legal South Carolina residents with a minimum 3.0 cumulative grade-point average on a 4.0 SC Uniform Grade Scale and who enter college after high school graduation and take a minimum of 12 non-remedial credits per semester (see page 180) may qualify. In addition, students who earned an equivalent average of 30 semester hours in a SC college or university and who earned a minimum grade-point average of 3.0 on a 4.0 scale during their first year of enrollment may also qualify. LIFE candidates should complete the LIFE Scholarship Eligibility Confirmation form by the established deadline. Forms are available in the Financial Resources Office.

Applicants and recipients for the LIFE Scholarship program may view their collegiate LIFE GPA by logging into their Campus Cruiser accounts at www.yorktech.com > select Students tab > Under the Educational Information menu, select LIFE GPA Summary.

Scholarships—Scholarships are provided through the York Technical College Foundation and the generosity of local citizens, civic clubs, and business groups. Scholarships are awarded to students on a competitive basis and are based on criteria such as academic excellence, leadership qualities, and financial need. Awards usually include tuition and/or book assistance and require the recipient to maintain a minimum grade-point average (GPA). Scholarship applications are available in the Financial Resources Office and on the College's website. Scholarships are provided through the

York Technical College Foundation based on the availability of funds. The deadline to apply for most scholarships is March 31.

Federal Work-Study—Federal Work-Study is a part-time employment program which provides jobs that enable students to earn money for educational expenses. These positions are most often limited to 20 hours per week. Awards and job placement are determined by the student's eligibility, class schedule, academic progress, and job skills, as well as the availability of positions and funds.

Direct Stafford Loans—Direct Stafford Loans are borrowed money that must be repaid, with interest. Loans are available for undergraduate students enrolled in at least six credit hours. Institutional conditions apply. Please contact the Financial Resources Office for more information.

Springs Close Foundation Loan—The Springs Close Foundation Loan is an interest-free, non-federal, need-based loan designed to assist students (maximum \$1,000 and \$500 book component). Eligibility is limited to students in certain geographic locations. Please contact the Financial Resources Office for more information.

Alternative (Private) Loans—Alternative loans are borrowed money that must be repaid with interest. These loans are offered at a higher interest rate and should only be considered after exhausting all other sources of financial assistance, including Federal Stafford Loans. Please contact the Financial Resources Office for more information.

Financial Aid Standards of Academic Progress

Students receiving Federal financial assistance are required to meet Satisfactory Academic Progress standards (SAP), while State financial assistance programs have standards of progress which vary with each program. In addition, Federal and State requirements restrict the time frame that students receiving assistance have to complete their program and require completion of a minimum number of credit hours each term and require a certain cumulative grade-point average along with a prescribed number of credit hours to complete each academic program. Failure to do so may result in termination of financial aid eligibility. Detailed information on the financial aid SAP standards are issued to all students receiving financial assistance. All recipients of financial assistance are required to meet satisfactory academic progress guidelines established by York Technical College to comply with federal regulations. The intent of the policy is to ensure that students who receive federal and state financial assistance are making measurable progress toward completion of a program of study. The policy is separate from the institution's standards of progress and is monitored by the Financial Resources Office. Satisfactory academic progress must include both qualitative (GPA) and quantitative (maximum time frame). These three criteria are applied to determine progress at York Technical College:

1. The maximum length of time for which the student may receive financial aid (150%).
2. The percentage of attempted credit hours the student must earn during the academic year (70%).
3. The minimum cumulative grade point average (GPA) the student must maintain (2.0).

Satisfactory Academic Progress will be reviewed at the end of each semester for all students with a financial aid record who are enrolled. Results of that review will be used to determine the subsequent semester's eligibility for financial assistance. Students are responsible to ensure that they maintain the minimum semester and cumulative GPA and to ensure that they complete the required minimum number of credits each semester. **Satisfactory academic progress must be maintained even during semesters in which aid is not received.**

ADMISSIONS

Grades/Coursework reviewed in Cumulative GPA

Grades of F, U, I, W and WF indicate unsatisfactory completion of courses for financial aid purposes. Failure of a student to satisfactorily complete the required number of credits during the semester may result in the probation or suspension of financial assistance.

Incomplete Grades: Incomplete courses will not be considered complete until official confirmation has been received in the Financial Resources Office showing satisfactory completion of the incomplete course.

Repeat Courses: Repeated courses count as attempted credit hours.

Remedial Courses: Students who enroll in remedial coursework may receive financial assistance (excludes LIFE Scholarship) for a maximum of 30 attempted hours.

Telecourses and Distance-Delivered Courses: These courses count toward the credit hour load and may be used to fulfill credit hour requirements for financial assistance if the courses are required for a student's program.

Initial Eligibility: First-time freshmen with no prior academic history at YTC are considered to be making satisfactory academic progress for the first semester of enrollment. To establish initial eligibility for financial assistance as a current student, procedures require a review of the past academic record even if the student paid for the courses. Transfer credits will be counted in cumulative hours attempted and the student must have a minimum 2.0 GPA.

Academic Fresh Start:

Academic Fresh Start Program is an institutional program for students returning to York Technical College after a two-year absence. This program does not apply to the calculation for determining satisfactory academic progress for financial aid.

Probation:

Students who receive financial assistance but fail to maintain satisfactory academic progress as stated in the *Financial Resources Information for Students Brochure* will be placed on probation but are eligible to receive financial assistance during their probationary period(s). The following stipulations must be met:

- 1) Complete 100% of the attempted credit hours (students on probation are advised to take a reduced course load to improve their opportunity for successful completion) and
- 2) Achieve a 2.0 cumulative GPA.

Suspension: Financial aid suspension will result from **failure to:**

- 1) Meet the stipulations of a probationary period(s).
- 2) Graduate prior to exceeding the maximum number of credits allowed for the student's published program length.
- 3) Meet the requirements of an appeal approval. A student who is suspended again after failing to meet these requirements, **MUST** attend on his/her own without financial assistance and earn the required credit hours and cumulative GPA in order to regain

eligibility. Subsequent appeals may be considered if a student has experienced unusual extenuating circumstances that can be documented.

Students who are deemed on financial aid suspension will not be awarded financial assistance for the next term of enrollment. If a student is deemed ineligible within an award year, any financial aid awards for the next term will be canceled. Continuation of course work will be the student's expense.

Reinstatement:

Appeals: A student whose financial assistance has been suspended may appeal that decision. Appeal forms are available in the Financial Resources Office. Written documentation is required for appeals for financial aid reinstatement. Appeal deadlines are established for each semester and a student may not appeal for a prior semester after that semester has ended. Each appeal is reviewed on a case-by-case basis to determine whether reinstatement of assistance will be granted and all decisions are final. **Submission of an appeal does not guarantee reinstatement of financial assistance.** If the appeal is approved, the student will be placed on financial aid probation and the student must meet the stipulations of her/his appeal. Failure to regain good standing status within the probation semester will result in the suspension of future financial assistance. A student will be limited to two appeals.

Criteria #1: Federal regulations mandate a maximum time frame in which a student must complete their program as 150 percent of the published length of the educational program. **The assessment of hours is cumulative and includes previous hours attempted (regardless of grade); transfer credits, repeat classes, incomplete and grades of withdrawal.** Previous credits will be included in the cumulative total whether or not financial assistance was received. The 150 percent time frame will be monitored each semester for diploma and certificate students and at the end of spring term for degree students. **Once the maximum 150 percent of the program has been attempted, the student is no longer eligible for financial assistance.**

Students pursuing multiple programs of study through York Technical College will be limited to a maximum time frame of 180 hours attempted (150 percent of what is required to earn a bachelor's degree at most four-year institutions). A first degree may be earned before a recipient has attempted the maximum of 150 percent of the semester hours required for the original program. The Financial Resources Office will run a program evaluation to determine how many hours are remaining for the current program of study. If the student pursues a new program and has reached the maximum allowable hours, an appeal may be approved to complete the required courses. The Financial Resources Office will notify a student of the situation. A student must be reviewed at the end of each semester before any financial aid funds are applied to the account.

Change of Major(s): A student who changes his or her major is still responsible for maintaining satisfactory academic progress in accordance with the procedure as outlined. A review of satisfactory academic progress will be based on the student's current program of study. A student changing from an associate degree program to a diploma or certificate program of study, may lose federal and state eligibility immediately upon making the change based on the cumulative academic history review for the 150 percent maximum time frame requirement.

Criteria #2: In order to assure progress toward the completion of a program, students receiving financial assistance at York Technical College must complete 70 percent of all attempted hours each semester. **Attempted hours are all courses the student is enrolled in at the end of the schedule adjustment period.**

Criteria #3: The student must maintain a minimum semester and cumulative 2.0 grade point average (GPA) or above to receive financial assistance. If the cumulative GPA falls below 2.0 at the end of the evaluation period, the student will be placed on financial aid probation.

ADMISSIONS

Ability to Benefit

To qualify for Title IV assistance, a student who does not have a high school diploma or the recognized equivalent (GED) must meet the following standard:

Achieve a score, specified by the Secretary of Education, on an independently administered test demonstrating an ability to benefit from the program or successfully complete at least six credit hours towards their program of study. Please contact the Financial Resources Office for additional information.

VETERANS' BENEFITS

York Technical College is approved by the South Carolina Commission on Higher Education for training of eligible veterans and children and spouses of deceased or disabled veterans. York Technical College processes benefits for the following programs:

Chapter 30	Montgomery GI Bill
Chapter 31	Disabled Veterans (Vocational Rehabilitation)
Chapter 32	Veterans Educational Assistance Program (VEAP)
Chapter 33	Post 9/11 GI Bill
Chapter 35	Dependents and Survivors' Benefits
Chapter 1606	Reservists and National Guard Benefits
Chapter 1607	Reserve Educational Assistance Program (REAP)
SC Free Tuition	Vet Dependents
Work-Study & Tutorial Assistance	

A Department of Veterans' Affairs Summary of Educational Benefits is available in York Technical College's Veterans' Affairs Office.

VA CERTIFICATION FOR ONLINE COURSES

In order to meet VA certification requirements for off-campus courses such as Practica, Internships/Externships and residencies, as well as courses offered via the internet or other modes of distance learning York Technical College acknowledges that these courses are part of the College's approved curriculum, are directly supervised by the College, are measured in the same unit as other courses, are required for graduation, and are part of a program of study approved by the State Approving Agency. The College provides an assigned instructor for each course. The College requires that the faculty teaching these courses use a grading system similar to the grading system used in resident courses and include statements in the course syllabus that indicate that appropriate assignments are needed for the completion of the course. Further, the student must demonstrate, at least once a week, that he/she is actively involved in the class. Examples of activities that can be used to demonstrate this involvement include, but are not limited to, the following: posting/receiving emails, participating in online class discussions and class chat rooms, and completing and submitting course assignments. Further, the College requires that these courses have schedules of time for training and instruction which demonstrate that students shall spend at least as much time in preparation, instruction, and training as is normally required by the College for its resident courses. All students participating in online classes must comply with the College's attendance procedure for online students. This information is available in the course syllabus.

EXPENSES

EXPENSES

EXPENSES

Students registering for credit courses offered by York Technical College must pay the full tuition charge for those courses by the established payment deadline. Tuition fees for the individual student are determined by the state of legal residence in accordance with the South Carolina Code of Laws 59-112-20 and by the county of residence on the initial date of registration for the current semester. Tuition fees are not subject to adjustment due to a change in residence which occurs after the initial date of registration for that semester.

YORK COUNTY RESIDENTS

Full-time (12 credits or more per semester)	\$1,608.00 per semester
Part-time (Fewer than 12 credits)	\$ 134.00 per credit

OUT-OF-COUNTY RESIDENTS

Full-time	\$1,764.00 per semester
Part-time	\$ 147.00 per credit

OUT-OF-STATE RESIDENTS

Full-time	\$3,696.00 per semester
Part-time	\$ 308.00 per credit

REGISTRATION FEE

\$20 per semester (non-refundable)

TECHNOLOGY FEE

\$4 per credit hour to a maximum of \$48 (refundable)

CORPORATE AND CONTINUING EDUCATION

See page 177 for fee and refund information.

Tuition charges are subject to change as necessary. Please contact the Business Office to validate tuition fees.

OTHER COLLEGE FEES

Placement Test Fee - \$10

Placement Retest Fee - \$50

Official Transcript or Grade Report Fee - \$4 each

Institutional SAT - \$58.00 (Optional method to qualify for Health and Human Services program.)

List Processing Fee --Students seeking to enroll in any of the Health and Human Services Division programs listed below are required to pay a \$50 non-refundable list processing fee upon qualifying for the program. Students accepted into these programs are also required to pay a non-refundable reservation fee of \$100 upon acceptance. The reservation fee is applied towards students' tuition for their first term of enrollment in the program. The applicable programs are as follows:

Dental Assisting	Nursing (RN and PN)
Dental Hygiene	Radiologic Technology
Medical Laboratory Technology	Surgical Technology

Students pursuing the phlebotomy course or Central Service Certificate are required to pay a \$25 non-refundable processing fee upon qualifying for the course. Students accepted into the course or the Central Service Certificate are also required to pay a non-refundable reservation fee of \$75 upon acceptance.

Liability Insurance Fee - A liability insurance fee is also required for medical-related programs.

REFUND POLICIES

General

It is the policy of the State Board for Technical and Comprehensive Education that students or appropriate sponsoring parties receive a fair and equitable refund of tuition charges upon withdrawal or reduction of course load below 12 credit hours.

Tuition charges for a semester term will be refunded at the following rates:

<u>Refunds %</u>	<u>Withdrawal with last date of attendance or net reduction of credit hours:</u>
100%	1st - 7th calendar day of the term
75%	8th - 14th calendar day of the term
50%	15th - 21st calendar day of the term
25%	22nd - 28th calendar day of the term
0%	After 28th calendar day of the term

Refunds for terms that vary in length from the semester term will be in proportion to the semester term refund schedule delineated above.

Students reducing course load or withdrawing from the college prior to the 29th calendar day of the semester are entitled to a pro-rated refund (mini-terms will be pro-rated in proportion to the length of the mini-term). Pro-rated refunds are computed from the last date of class attendance. No cash refunds will be made. The refund process takes approximately two weeks.

These policies do not apply to Corporate and Continuing Education classes. See page 177 for Corporate and Continuing Education's refund policy.

Federal and State Refunds

Students receiving a Federal Pell Grant, ACG or FSEOG funds who completely withdraw from a term are required to return a portion of their unearned aid to the appropriate Title IV aid program. Students receiving Direct Stafford student loans may have those funds returned to the lender if they are not enrolled in at least six credit hours at the time of disbursement. Enrollment is based on students' last dates of attendance in each course. Students earn their aid based on the period of time they remain enrolled. Students who remain enrolled beyond the 60 percent point during a semester earn all of their aid for that period. If at the time of withdrawal, all funds have not been disbursed, a student will be reviewed and if applicable, the student will be offered a post-withdrawal disbursement. Students who owe funds to a Title IV aid program will be billed and are not eligible to receive any additional Title IV funds until the amount owed is repaid or satisfactory repayment arrangements are made. Please contact Financial Resources for more detailed information. Students receiving the LIFE Scholarship or the South Carolina Need-Based Grant (SCNBG) who withdraw from a term will be reviewed based on the general refund policy.

Campus Bookstore and Textbook Refunds

Refunds for purchases made by CHECK cannot be issued for 10 working days from the date of purchase (receipt required). The Campus Bookstore will provide refunds under the following conditions:

EXPENSES

- For a full refund textbooks must be returned in seven days of the start of school, in your original form of payment with a receipt.
- For a full refund after the first seven days of classes, you must have proof of schedule change and the receipt. A refund will not be given after the 30 days of school starting.
- No refunds given on textbooks without a receipt.
- No refunds given on custom course materials or course packs.
- Textbooks must be in original condition.
- With a receipt, all medical and specialty reference book refunds are given in the original form of payment within the three days of purchase.
- Unopened software may be exchanged or refunded with a receipt. Opened software may be exchanged for the identical item only.
- No refunds given on magazines.
- All merchandise must be in original condition.

PAST-DUE INDEBTEDNESS

Students are expected to keep their accounts current with the College. Any student with past-due indebtedness is not allowed to obtain grades, a transcript, diploma, degree or certificate or to enroll for any subsequent term. The College reserves the right to cancel the enrollment of a student with past-due indebtedness; the cancellation of enrollment, however, does not relieve the student of the incurred debt.

Under the provisions of Sections 12-54-410 through 12-54-500 and 12-53-20 of the SC Code of Laws, the South Carolina Tax Commission is authorized to seize refunds otherwise due to taxpayers who have delinquent debts to York Technical College.

In the event an account becomes delinquent, the College reserves the right to assign the account to the credit bureau and/or a collection agency, at which time the student will be responsible for all associated collection costs.

ACADEMIC REGULATIONS

ACADEMIC REGULATIONS

GRADING SYSTEM

The College operates on a quality-point system. Semester credits represent the number of credit hours completed with a passing grade; quality points are determined by the grade earned. Each grade is assigned a grade-point equivalent in quality points for each credit hour scheduled. The grade-point ratio equals the sum of quality points divided by the sum of the semester credits carried.

Letter grades indicate the following achievement:

- A Excellent “A” indicates achievement of distinction and generates four grade-points for each credit hour. No grade points are earned for developmental courses.
- B Above Average “B” indicates above-average achievement and generates three grade-points for each credit hour. No grade points are earned for developmental courses.
- C Average “C” indicates average achievement and generates two grade-points for each credit hour. No grade points are earned for developmental courses.
- D Below Average “D” indicates below-average achievement and generates one grade-point for each credit hour. No grade points are earned for developmental courses.
- I Incomplete “I” indicates an incomplete course status. It can be assigned to allow a student, for an acceptable reason, to postpone completion of the class requirements until six weeks into the following term. “I” earns no credit hours or grade-points. Incomplete grades will result in a grade of “F” if the course requirements are not completed before the last day of the sixth week of the following term.
- CF Carry Forward “CF” indicates that a grade will be assigned in a subsequent term. “CF” earns no credit hours or grade-points.
- S Satisfactory “S” indicates satisfactory progress; earns credit hours or Continuing Education Units (CEU). “S” does not generate grade-points.
- F Failure “F” indicates unsatisfactory achievement, no credit hours earned and generates zero grade-points for each credit hour. Punitive to GPA for credit courses and non-punitive for developmental education courses.
- U Unsatisfactory “U” indicates unsatisfactory achievement; earns no credit hours or Continuing Education Units (CEU). “U” does not generate grade-points..
- W Withdraw “W” indicates a withdrawn course status and earns no credit hours or grade-points. Non-punitive to GPA.
- WF Withdrawn/Failure “WF” indicates student was withdrawn after mid-term and was making unsatisfactory progress at the point of withdrawal. Earns 0 credit hours and generates zero grade-points for each credit hour. Punitive to GPA for credit courses and non-punitive to GPA for developmental courses.
- E Exempt “E” indicates an exemption course status and is awarded for York Technical College courses which students have been permitted to exempt as a result of testing, equivalent work experience or other educational experience. An “E” earns credit hours but no grade-points.

- TR Transfer “TR” indicates a transfer course status and is given for allowable comparable York Technical College credits earned at other colleges or universities. “TR” earns credit hours but no grade-points.
- AU Audit “AU” indicates an audit course status, earns no credit hours or grade-points. Audit status in a course must be declared when the student registers for that course or during the add/drop period.

Grade Reports

Grade report information will be available to students as soon as possible following the end of a term. Students should use WebAdvisor to view and print their grades or they may submit a written request to Academic Records to receive official copies. Official copies will be produced for a fee of \$4.00 per copy. Students are encouraged to carefully review their grade information and report any errors to the Academic Records Office in the Student Services Building. Any requests for grade changes must be submitted within one year of the ending date of the semester in which the grade was assigned. Grade information will not be released to students owing past due funds to the College.

Auditing of Courses

A student who desires to attend class regularly but does not wish to receive a final grade or credit toward graduation for the course may register for audit status with the approval of the instructor of the class and the division dean by the end of the drop period for the semester of enrollment. Audit students are expected to attend all classes regularly and to pay all fees. A form to declare audit status is available from the Division Office or the Academic Records Office. Financial aid programs and the Veterans’ Administration do not provide funds for auditing a class.

Examination Policy

York Technical College has an optional examination policy. Faculty in each department make the decision whether to give a cumulative final examination in each course in the department or whether to evaluate achievement in the course by periodic tests and daily grades without a final examination.

Repeating a Course

When a York Technical College student repeats a course taken at the College and the course and prior enrollment are still active in the computer system, the highest grade earned in that course will be used in the calculation of student’s grade-point ratio. If a student receives transfer credit for a course previously taken at the College in which he or she earned a grade of “D”, “F”, or “WF”, the grade of “TR” will be treated as the highest grade in the repeat policy.

PRIVACY OF STUDENT EDUCATIONAL RECORDS POLICY

The Family Educational Rights and Privacy Act of 1974, as amended, prescribes the conditions under which information about students can be released. It is the policy of York Technical College to follow the guidelines in order to protect the privacy of its students. The following statement of student rights is made under the provisions of the Act and is afforded to all eligible students:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar to whom the request was

ACADEMIC REGULATIONS

submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's educational records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, the National Student Clearinghouse, or Tuition Management Systems); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file complaints with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Directory information is defined to be:

Student name, address, electronic mail address, telephone number, dates of enrollment, full-time/part-time status, program of study, anticipated date of graduation, awards, honors, degree, diploma, or certificate conferred. Students who wish to request non-disclosure of the above items should submit a written request to the Academic Records Office for each semester in which non-disclosure is requested.

ACADEMIC FRESH START

The Academic Fresh Start procedure is designed to assist returning students, who meet specific conditions, to have a fresh start in how their previous academic records are applied toward meeting graduation requirements in credit programs leading to a degree, diploma or certificate. Any student who meets the following conditions should contact the Academic Records Office for an application.

Academic Fresh Start is available only to students after re-entry to York Technical College following two years' absence. It is the responsibility of the student to apply in writing for Academic Fresh Start within the first two semesters following re-admission. In order to qualify, students applying for Academic Fresh Start must have a cumulative GPA below 2.0 for all course work. Students must also establish a term of progress (2.0 term GPA) before Academic Fresh Start will be applied.

Academic Fresh Start applies only to the course work taken prior to the term of re-enrollment. Under this process, all courses previously taken at YTC are removed from the grade-point average calculation but still appear on the student's transcript with the original grades earned. Courses completed with grades of "A", "B", or "C" may still be used to meet program requirements, if applicable; however, grades of "D" may no longer be used. Academic Fresh Start does not apply when determining eligibility for academic honors at York Technical College.

STANDARDS OF PROGRESS

Standards of Progress for Credit Students

State Board Technical and Comprehensive Education Procedure 3-2-105.1. A semester/term and cumulative grade point average (GPA) of 2.0 shall be used at each technical college to determine satisfactory academic standing. Students who fall below this standard will be subject to institutional intervention strategies.

Students' academic standings are assessed and updated at the end of each term of enrollment. Any grade changes received after the academic standings have been determined are not assessed until the end of the next term of enrollment unless students petition the Academic Records Office.

Good Standing: Students whose term grade-point average (GPA) and cumulative GPA are above 2.0 are in good standing for the following semester.

Academic Warning: Students whose term GPA or cumulative GPA is below 2.0 will be placed on academic warning for the following semester. Students on academic warning are encouraged to meet with their advisor to plan strategies for improving academic performance.

Academic Probation: Students whose term GPA or cumulative GPA remains below 2.0 after the academic warning term will be placed on academic probation for the following semester. Students on academic probation will be restricted from registering until they meet with a probation counselor to identify strategies for improving academic performance.

Continuing on Academic Probation: Students whose term GPA or cumulative GPA remains below 2.0 following the academic probation term will remain on academic probation for the next semester of attendance. Students continuing on academic probation who have improved their academic performance and are adhering to the prescribed plan may have their academic standing reassessed to allow for registration without restriction.

Academic Suspension: Students whose term GPA and cumulative GPA are below 2.0 at the end of the academic probation term will be suspended for one semester. Students on academic suspension will be restricted from registering for a semester and must meet with a counselor to identify strategies for improving academic performance. Students wishing to appeal their suspension status due to extenuating circumstances are required to contact an Admissions counselor in Student Services for further information.

Standards of Progress for Career Development Students

Students wishing to pursue a degree, diploma, or certificate at the College may be accepted as Career Development students; however, they must complete any required placement tests or provide official evidence of prior college work in order to be accepted into their degree, diploma, or certificate program. Career Development students will be contacted by the

ACADEMIC REGULATIONS

Admissions Office when they have accumulated 16 or more credit hours in Career Development. The Admissions counselors will encourage students to complete their admissions into a credit program. Career Development students are subject to the same standards of academic progress as students enrolled in credit programs.

Standards of Progress for Developmental Courses

Students enrolled in one or more non-developmental courses are evaluated by the standards of progress for credit students. Students enrolled only in developmental courses must maintain satisfactory progress as measured by grades of “A,” “B,” or “C.” Fifty percent or more of unsatisfactory grades of “D,” “F,” or “WF” will cause a student to be placed on academic probation. Any student on academic probation who fails to earn a majority of satisfactory work (grades of “A,” “B,” or “C”) by the end of their next semester of work will be subject to suspension at the end of the probationary semester. Enrollment in developmental education courses numbering 001 through 099 (mathematics, reading, and English) shall be limited to a maximum of 30 semester hours. Students with extenuating circumstances who wish to appeal the maximum limit should contact an Admissions counselor in Student Services for further information.

Financial Aid Recipients

In addition to the College’s standards of academic progress, students receiving Federal and or State financial assistance must meet all Financial Aid standards of progress. Please contact Financial Resources for additional information (or see pages 26-29).

Cumulative GPA is a calculation of the average of all final course grades the student has earned at York Technical College. It is used to determine honor graduate status. It is also used along with term GPA to determine satisfactory academic progress.

Term GPA is a calculation of the average of all final course grades a student has earned for a specific term. It is used to determine Dean’s List and President’s List each term. It is also used along with cumulative GPA to determine satisfactory academic progress each term.

Please Note: *When the same course is repeated, the higher grade is used in the GPA calculation.*

Dean’s List

Students who earn seven or more credit hours in a term, excluding course hours for developmental education courses and courses for which grades of “W,” “E,” “TR,” and “AU” are earned, and who achieve a 3.50–3.99 term GPR will be named to the Dean’s List for that term. Students who earn seven to 8.5 hours in a term, excluding course hours for developmental education courses and courses which grades of “W,” “E,” “TR,” and “AU” are earned, and who achieve a 4.00 GPR will be named to the Dean’s List for that term. Students earning grades of incomplete “I” in any course in a term will not be eligible to be named to the Dean’s List for that term.

President’s List

Students who earn nine or more credit hours in a term, excluding developmental education courses and course hours for which grades of “W,” “E,” “TR,” and “AU are earned and who achieve a 4.0 term GPR will be named to the President’s List for that term. Students earning grades of incomplete “I” in any course in a term will not be eligible to be named to the President’s List for that term.

ENROLLMENT INFORMATION

Academic Advising

In order to ensure that students are successful, they are assigned faculty advisors to assist them in completing their academic programs and chosen career goals. Students are strongly encouraged to confer with their advisors before registering each semester to plan course schedules, discuss progress towards meeting graduation requirements, and identify strategies for achieving their chosen career goals.

Student Academic Load

The schedule for a full-time day student may range from 12 to 40 hours of class and/or laboratory hours per week. Students who wish to carry more than 18 semester credit hours should receive the approval of their advisor.

Registration for Credit Courses

Students are required to register for each semester in which they plan to enroll. Registration and payment of tuition and fees must be made in accordance with the instructions and deadlines published by the College in the *Registration Guide*. After a semester or mini-session begins, students may not register for those sessions. Students are officially enrolled when they complete all the steps of registration, including the payment of all fees, and attend at least one day beyond the drop period. The College offers two 16-week semesters and one 10-week summer session each academic year. Within each semester, the College offers two 8-week sessions and one 12-week session and within the summer term, the College offers two 5-week sessions.

Schedule Adjustment Period

The schedule adjustment period is the first two days of a semester or mini-session. Students should work with their advisors to make approved schedule adjustments. Advisors will consider schedule adjustment requests based on student success and attendance at all scheduled classes.

Drop Period

The drop period is the first five days of a semester and the first three days of a mini-session. Students who drop courses for a session within the drop period or whose last date of attendance is within the drop period qualify for 100 percent tuition refund.

Student Information System – WebAdvisor

WebAdvisor provides password-protected access to academic and financial information, online registration, program evaluation (Degree Audit), and access to student forms. A link to WebAdvisor is on the College's website at www.yorktech.com. Students are provided log-in information upon admission to the College.

Student E-mail

The College uses e-mail to communicate important messages to students. Students should ensure that the College has their preferred e-mail address on file in the Academic Records Office. Students are also assigned an e-mail account through the Desire-to-Learn (D2L) course management system upon enrollment. E-mail messages are sent to students' preferred e-mail addresses and to their D2L accounts. Students are responsible for checking their e-mail accounts on a regular basis to receive important college information.

Attendance Requirements

The College's faculty and staff are committed to student success. Student attendance and participation in all class sessions play a vital role in successful completion of a course.

ACADEMIC REGULATIONS

Students are responsible for attending all scheduled meetings in the courses in which they are enrolled until they have completed all course requirements. When absent, students are expected to communicate with faculty members and are responsible for all material covered and for all assignments made in all classes. An absence is defined as nonattendance for any reason. Students who are absent from a class more than 10 percent of the hours assigned may be withdrawn. If a student exceeds the 10 percent limit, the instructor will apply one of the following:

- 1) If the student's last date of attendance is on or before midterm, the student is withdrawn and a grade of "W" is assigned.
- 2) If the student's last date of attendance is after midterm, the student is withdrawn and a grade of "W" or "WF" is assigned at the discretion of the instructor.
- 3) If the student has communicated regularly with the faculty member, exceptions to the withdrawal policy may be made at the discretion of the instructor.

Attendance for online courses is established by logging in to the course on a regular basis and/or completing assignments and assessments. Specific criteria for establishing attendance may be defined by individual instructors.

Withdrawal from a Course

Students may withdraw from a course or courses until mid-term with a grade of "W." To withdraw from a class, students obtain a Withdrawal From Class form from their instructor or the division office. A grade of "W" is assigned if the student's last date of attendance on or before midterm. If a student is withdrawing from a course and the last date of attendance is after midterm, the grade assigned may be a "W" or a "WF."

Withdrawal from the College

Students who find it necessary to withdraw from the College should first consult with their advisor and should then apply for an official withdrawal at the Admissions Office. It is extremely important for students who withdraw from the College to notify this office. Students who are receiving financial aid should also contact the Financial Resources Office to determine how the withdrawal will affect their eligibility for the current term and future terms. A student's financial obligation to pay any remaining balance of tuition, fees, or other charges for the term remains regardless of withdrawal. Students whose last dates of attendance are after the 28th calendar day of a semester are not eligible for a refund. Refer to the "Refund policies" section of the Student Catalog and Handbook for information regarding the refunding of tuition charges upon withdrawal.

Reinstatement Procedure

Students who wish to request readmission to a course after being withdrawn for excessive absences must write a letter to the instructor requesting reinstatement and attach documented information concerning the absences. If, in the instructor's judgment, the student does have acceptable documentation and a reasonable chance to complete the course successfully, the instructor will sign the request indicating approval and submit it to the Division Associate Vice President for Academic Affairs. The student may continue in class only if the request is approved by the Division Associate Vice President for Academic Affairs. Readmitting students to classes after 20 percent absences is a rare exception.

STUDENT RECORDS

Verification of Enrollment

York Technical College has authorized the National Student Clearinghouse to act as its agent for all verifications of student enrollment. To obtain enrollment verification, please visit the Clearinghouse online at www.studentclearinghouse.org or contact them by phone at (703) 742-4200.

Requests for Transcripts

Students who wish to have official copies of their transcripts should complete a Transcript Request form at the Academic Records Office and pay the \$4 fee for each transcript. Students may also order transcripts via the internet through the National Student Clearinghouse (www.studentclearinghouse.org). The fee for ordering on-line is \$4 per transcript and a \$2.25 processing fee. Transcript Request forms are also available under Student Forms on WebAdvisor. Please allow at least two full workdays for Academic Records to process a transcript request. More time may be necessary during peak periods. Students may print unofficial copies of their transcripts from WebAdvisor. Transcripts will not be issued for students who owe past-due funds to the College.

ENGLISH PROFICIENCY STUDENT COMPLAINT PROCEDURE

This procedure is published under Academic Regulations and Student Services in compliance with Commission on Higher Education requirements.

All applicant finalists for employment in the credit instructional areas will be carefully screened during the hiring process to determine if they are proficient in the use of the English language. Although there may be pronunciation differences or inflectional variations which differ from the norm of the local population, these should not hinder the instructional process. However, if a student feels that he is unable to benefit from classroom instruction because of an instructor's lack of English language proficiency, the student should follow the procedure outlined on the following page in order to resolve the concern.

1. The student should talk with the instructor about language concerns and be specific about what language problems are distracting from the instructional process (i.e., talks too fast, pronunciation of key words, etc.).
2. If the student does not believe the concern has been resolved, the student should make an appointment to see the department manager of the instructional area involved. The Department Chair may request that the problems be specified in writing. The Department Chair will review the concerns (i.e., classroom observation, test review, other student input) and respond to the student in writing.
3. If the student feels that there is further need to address the concern, the student should specify the problem in writing to the Division Associate Vice President for Academic Affairs (AVP) and make a follow-up appointment for discussion. The AVP may elect to discuss the situation with the Department Chair, the instructor, and the student. The Division AVP with the Executive Vice President for Academic & Student Affairs will determine if the situation merits an English Proficiency Performance Review. The student should receive from the AVP a written response covering any subsequent recommendations/results.
4. If the student is not satisfied with the response from the Division Associate Vice President for Academic Affairs, the student may schedule an appointment with the Executive Vice President for Academic & Student Affairs.

ACADEMIC REGULATIONS

STUDENT OWNERSHIP AND EQUITY GUIDELINES

York Technical College procedures regarding student ownership and equity are described in the York Technical College Registration Guide, which is published biannually. The plan identifies general guidelines for ownership and equity of products, materials, and/or inventions developed in conjunction with student coursework and/or student organization activities.

The College will maintain ownership, broadcast rights, property rights, and copyrights for all materials developed in conjunction with student coursework and/or student organization activities, including video, audio, print, and computer-based products.

GRADUATION INFORMATION

(See the College's web site at www.yorktech.com for additional graduation information.)

REQUIREMENTS FOR GRADUATION

Requirements for graduation vary according to the curriculum. Students are responsible for fulfilling the requirements set forth in their curriculum. An associate degree, diploma, or certificate will be awarded to students who have satisfactorily completed the required programs of study for their chosen field and meet the following requirements:

1. Has been admitted to the curriculum for the catalog year under which they plan to graduate. Please note: A minimum of one course required for graduation must be completed after the effective term of the program.
2. Has satisfactorily completed the required number of hours and courses specified in the curriculum in which they are enrolled. At least 25 percent of semester credit hours required for program completion must be earned through instruction from York Technical College.
3. Has achieved a 2.0 grade-point average on all courses which apply toward graduation as defined by the State Board for Technical and Comprehensive Education policy number 3-2-105. York Technical College calculates a Program GPA for each student which includes grades for all courses identified in the program of study as well as any approved alternate courses.
4. Has paid all required fees and other financial obligations due the College.
5. Has filed with the Academic Records Office the official "Application for Graduation" form and has paid the non-refundable graduation fee as indicated on the application.

Students who re-enroll in the College after an absence of two consecutive semesters or more and who are seeking an associate degree, diploma, or certificate must meet the graduation requirements as stated in the catalog which is in effect at the time of re-enrollment. Students who change programs while continuously enrolled at the College and who are seeking an associate degree, diploma, or certificate must meet the graduation requirements as stated in the catalog which is in effect at the time of acceptance into a new program or re-acceptance into a previous program. Students pursuing multiple majors must meet the graduation requirements in effect at the time they apply for graduation from the multiple major. Exceptions may be granted if recommended and approved by the academic division dean.

Honor Graduates

Diploma and degree graduates who earn a cumulative grade-point average of 3.5 or higher for all their coursework at the College through the Fall Semester of their graduation year and apply for graduation by March 1 of their graduation year will be designated as candidates for honor graduate status on the graduation program. However, actual honor graduate status will be based on the student's cumulative grade-point average earned at the end of the term in

which he or she graduates. Students earning a 3.5-3.99 cumulative GPA at the end of their graduation term will be Dean's List honor graduates and students earning a 4.0 cumulative GPA at the end of their graduation term will be President's List honor graduates.

President's Award for Students

The President's Award for Students is presented to graduation candidates who have been selected by the faculty in their division for their outstanding contribution to the College and community. Scholastic achievement, service to the College and community, perseverance, and attitude are among the criteria achieved by these students. The students chosen to receive this award are recognized at the graduation ceremony.

Who's Who Among Students in American Junior Colleges

Who's Who Among Students in American Junior Colleges is one of the most highly regarded and long-standing honor programs in the nation. Who's Who students are selected by their faculty to receive this recognition. To be selected, students must be in their second year, have an above average academic standing, be acknowledged for their participation in extracurricular activities, and be active in projects of community service. Who's Who students are named in the Fall term of their senior year.

Phi Theta Kappa

Phi Theta Kappa is a nationally recognized honor fraternity for junior college students. To be considered for full membership (membership by invitation only), a student must be enrolled in an associate-degree program, have a minimum cumulative GPA of 3.5 with at least 12 hours in degree-level courses, be of good moral character, and possess recognized qualities of citizenship. To maintain membership once established, members must maintain a minimum cumulative GPA of 3.25. Phi Theta Kappa graduates wear the golden stole of their fraternity at the graduation ceremony.

Student Marshals of the College

Students named as marshals of the College at graduation must have earned at least 24 hours in the program and have maintained a 4.0 grade-point average in all their coursework at the College. Student Marshals act as hosts and hostesses of the College at the graduation ceremony.

Graduation Ceremony

The commencement ceremony is held after the end of the spring semester. Students who have completed their course work for degrees and diplomas and have applied for graduation in the preceding fall semester as well as those anticipating completion in the spring semester or summer term of that year are eligible to participate. Students must apply to participate by March 1 of their graduation year. However, no degree, diploma, or certificate will be awarded until all requirements are completed.

STUDENT SERVICES

STUDENT SERVICES

Student Activities

The Student Activities Office is responsible for all student clubs, organizations, and activities at York Technical College. Students are encouraged to visit the Student Activities Office or call (803) 981-7236 to ask questions, make suggestions, or to sign up to participate in a club or activity.

Student Activities also provides students with opportunities to develop leadership, interpersonal, social, team building, and problem-solving skills. Student representation in college governance is achieved through participation in Dean's Councils, student clubs and organizations, and focus groups.

Student Clubs and Organizations

American Criminal Justice Association – Lambda Alpha Epsilon – (Criminal Justice Club)

Alpha Beta Gamma (Radiologic Technology Association)

Aperion Society (Science Club)

ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.) (Student Chapter)

Beta Gamma Chapter of Sigma Kappa Delta (English Honors Society)

Christian Fellowship

Computer Club

Four Winds Martial Arts

International Club

Jacobin Society (Political Science Club)

Library Club

National Vocational-Technical Honor Society

Phi Beta Lambda (Future Business Leaders of America)

Phi Theta Kappa (National Honor Society)

Student American Dental Assisting Association

Student American Dental Hygiene Association

Student Nurses' Association

Student Paralegal Association

Students with Vision (Community Service)

Surgical Technology Association (Scrub Club)

TECHnicians Club

Information about creating new clubs is available in the *Student Calendar* and the *Academic Planner*.

Activity Period

Classes are canceled for an Activity Period twice each semester for day students and once per semester for evening students. During those hours, clubs and professional organizations will meet, and special programs for the entire student body may be held.

Publications and Other Resources

The *Student Calendar* is published annually online and includes a calendar of events for the following year and information about clubs, organizations, and special events. The *Academic Planner* is available for purchase in the college bookstore and contains the *Student Calendar* information. The *Student News* is published bi-monthly and includes information about important academic dates and deadlines, meeting times and locations, special events, upcoming activities, and announcements. Tech TV is the campus television network that provides information about upcoming events and activities as well as general announcements. Continuing Education publishes the "InSight" newsletter every five to six months. The

STUDENT SERVICES

newsletter features stories about faculty, staff, and students, upcoming courses, and the Continuing Education course schedule.

Career Services

Career Services offers many resources designed to assist individuals in learning more about their interests, skills, and values. Computer guidance and information systems, such as SCOIS and the SC Personal Pathways to Success system, are available for individuals to use and a Career Development Facilitator is available to help individuals assess their results. Access to the Internet allows users to visit career planning and job search sites, such as America's Job Bank and the US Department of Labor. In addition to computer guidance systems, career interest tests are available in written form.

Career Services also coordinates on-campus company recruitment of students, organizes an annual career fair, assists in the development of employability skills, assists in the preparation of marketable resumes, and provides students and graduates with local job opportunities through the CareerLink Database system. By accessing CareerLink at <http://yorktech-csm.symplicity.com>, students and graduates can upload resumes for employers to access, search and apply for jobs, and sign up to receive automatic e-mails when jobs are posted that match criteria.

Admissions

The Admissions Office provides assistance and guidance throughout the application and enrollment process. Admissions counselors help students learn about the many programs of study offered by the College and the career opportunities awaiting graduates to help them make an informed decision about their program of study. Students needing additional assistance in choosing an educational goal may be referred to Career Services for further guidance. Counselors help students understand the results of their placement test and what courses are best suited to their level of achievement as they begin their program of study. To assist in making a smooth transition to college life, Admissions also provides new students with important information about the many college resources available to help in reaching their educational goal. After admission to the College, counselors help students connect with faculty representing their academic program who will provide more specific information related to their major.

Counseling Services

The College is committed to the success of each student through providing assistance in identifying and coping with personal and academic challenges which may be interfering with achieving their educational goals. Counseling is also provided to students who are experiencing academic challenges to assist them in understanding their academic status and to develop a plan for success. Counselors can also make referrals to appropriate community agencies when necessary. All York Technical College students are encouraged to take advantage of the professional counseling services available. Students should contact Admissions or the Dean for Students Office for referral to the appropriate counseling services.

Academic Records Office

The Academic Records Office provides the following services for students: course registration, grade reports, official transcripts, enrollment verifications, student loan deferments, applications for graduation, and maintenance of student records. The office also provides services for transcript evaluations; evaluations of military credit; evaluation of AP, IB or CLEP credit; processing of course substitutions; academic progress monitoring and notification; verification of graduation requirements; graduation ceremony preparations; preparation of degrees, diplomas, and certificates; and certification and determination of honors. York Technical College has authorized the National Student Clearinghouse to act as

its agent for all verifications of student enrollment. Please visit the Clearinghouse online at www.studentclearinghouse.org or contact them by phone at (703) 742-4200 to obtain enrollment verifications.

WIA Services Department

Under the Workforce Investment Act (WIA) of 1998, the department has a partnership with the Employment Security Commission One-Stop Workforce Centers in York, Chester, and Lancaster counties to provide services to help the unemployed and underemployed workers find long-term employment. The department administers the Workforce Investment Act Intensive Services and Training Program. This program offers career planning, employability skills upgrading, job seeking skills, labor market information, supportive services, training opportunities, and follow-up services for eligible WIA participants.

The WIA Services Department's Resource Center is open to the public for self-service activities. These self-service activities include career assessment software, word processing software, resume preparation software, access to local, regional and national job listings, labor market information, community resource information, job keeping/seeking information, SCOIS and WIN (Worldwide Interactive Network), and a range of brochures dealing with these topics. Persons interested in receiving more information about WIA should contact their local Employment Security Commission One-Stop Workforce Center in Chester County at (803) 328-3881, in Lancaster County at (803) 285-6966, in York County at (803) 328-3881 or the WIA Services Department at (803) 981-7197.

Visions

The Visions Educational Talent Search (ETS) program is a federally funded pre-collegiate program, sponsored by York Technical College since 1992. This program helps students in Chester, Lancaster, and York counties with academic and career interest needs to reach their potential to succeed in higher education. Visions ETS also serves high school dropouts by encouraging them to reenter the educational system and complete their education. The goal of Visions ETS is to increase the number of youth from various backgrounds to complete high school and enroll in the postsecondary education institution of their choice.

Educational Talent Search is funded through the U. S. Department of Education and is provided as a free service through your local schools. Students will be selected for the program based upon their need for services and upon qualifications established by the Department of Education.

Volunteer Program

The Volunteer Office provides necessary and diverse services to students and personnel of the College. Persons interested in obtaining more information should contact the Volunteer Services Office at York Technical College at (803) 981-7052.

Special Resources Office - Disability Services

The Special Resources Office (SRO) in Student Services coordinates services and accommodations for students with documented disabilities including but not limited to physical, learning, and psychological disabilities. These services provide equal educational opportunities to students by minimizing the impact of functional limitations upon their academic lives. Students seeking services must register through the SRO, provide appropriate documentation of their disability, and specify accommodation needs and requests. Reasonable academic accommodations are determined based on a review of the documentation and an interview with the student.

STUDENT SERVICES

Special Resources Offices – Special Needs Scholarship Programs

The **Adults-in-Transition** program's purpose is to assist unemployed or underemployed dislocated workers, displaced homemakers, low-income students, and single parents in their transition to new employment through the education and training provided by York Technical College. Financial support may include assistance with tuition or childcare or transportation expense. Additional support services may include academic and career counseling, monthly meetings, and referrals.

Challenge is a program designed for students who choose majors not traditionally associated with their gender (i.e., females in Industrial and Engineering Technologies and males in Health and Human Services). The program offers its participants advising and academic support services, as well as a limited number of stipend awards.

The goal of **Project Impact** is to provide monetary scholarship assistance necessary for qualified minority students to pursue an appropriate education to gain the knowledge and skills necessary to obtain gainful employment and/or transfer to a senior college or university.

The Student Support Services Trio Program

The Student Support Services Program provides services to students who have special academic needs. Services include course advisement, college transfer information, career planning, financial aid assistance and college success workshops. Free individualized tutoring is available in a variety of subject areas.

Tutoring and Academic Coaching

The Tutoring Center is located in Student Services (Room 301). Free drop-in tutoring is available to York Technical College students in a variety of subjects. Individualized one-to-one tutoring is available for students enrolled in the Student Support Services program and for students with special needs. The tutoring hours and subjects tutored are available at the Tutoring Center and can also be accessed on the College's web page, www.yorktech.com.

STUDENT CONDUCT

York Technical College adheres to the South Carolina Technical College System *Student Code and Grievance Procedure*, approved by the State Board for Technical and Comprehensive Education on September 13, 2007. (Copies of this *Student Code and Grievance Procedure* are available in the College Library, the Industrial & Engineering Technologies Division Offices in Building C, the Business, Computer, Arts & Sciences Division Office in Building A, the Health & Human Services Division Office in Building A, the Student Activities Office in the Student Center, in the Associate Vice President for Academic and Student Affairs Office in the Student Services Building, and on the College's website under College Information.) It is the policy of York Technical College that the *Student Code and Grievance Procedure* shall govern conduct and guarantee due process for students enrolled at the College. Students are responsible for adhering to these guidelines to foster an environment in which learning can flourish.

The items below are significant behavioral and academic expectations in the *Student Code* and include the associated disciplinary action if those expectations are violated:

1. **Respectful and Considerate Behavior** – Students are expected to conduct themselves with dignity and to maintain high standards of responsible citizenship. Students who engage in such acts as stealing, profane language, immoral conduct, any type of fighting, pushing or shoving, or any act that endangers the health or property of others are subject to disciplinary

action. The College reserves the right to decline admission, suspend, or require the withdrawal of anyone whose conduct is disruptive to the educational process or infringes on the rights of others.

2. Drug and Alcohol Free – Students are expected to report to class and student activities in appropriate mental and physical condition to meet the requirements and expectations of their roles. The possession or consumption of alcoholic beverages or other drugs by a student while on college property is prohibited and is grounds for dismissal. York Technical College does not sanction the use of alcoholic beverages at any event involving students of the College.

3. Academic Honesty- Students are expected to meet high standards of academic honesty and integrity. Academic misconduct includes, but is not limited to, cheating, copying another student's work, using unauthorized equipment or materials during a test, obtaining, using, buying or selling the contents of a test, falsifying or inventing information such as reports or laboratory results, plagiarism, and collusion. Students who are found guilty of academic dishonesty may be assigned a lower grade for the assignment including a grade of zero, may be required to repeat or resubmit the assignment, may be assigned a failing grade for the course, or be required to withdraw from the course. Students may also be subject to further disciplinary action.

Behavior Intervention Team (BIT)

As a proactive measure to contribute to a safe campus environment, York Technical College has a Behavior Intervention Team to intervene early and provide support and behavioral response to students displaying varying levels of disruptive or distressed behaviors. The BIT members are comprised of representatives from the Dean for Students Office, Academic Instruction, Counseling Services, Disability Services, and Public Safety.

THE STUDENT APPEALS & DISCIPLINARY REVIEW COMMITTEE

The Student Appeals & Disciplinary Review Committee is a committee to consider the case of a student who declines to accept the findings of the Associate Vice President for Academic and Student Affairs or his designee. The committee (1) hears an appeal from a student charged with an infraction that may result in disciplinary action, (2) hands down a decision based only on evidence introduced at a hearing, and (3) provides the student defendant with a statement of the committee's decision.

Membership of the committee consists of two faculty members recommended by the Executive Vice President for Academic and Student Affairs, three student members recommended by the governing body of the Deans' Councils, one member of the Student Services staff appointed by the Associate Vice President for Academic and Student Affairs, and one administrator other than the chief student services officer to serve as the Committee's chairperson. The Associate Vice President for Academic and Student Affairs serves as an ex-officio non-voting member. All appointments must be approved by the President. This committee also reviews requests of former students who have been suspended for disciplinary reasons and who desire to re-enter the College.

MISCELLANEOUS CAMPUS GUIDELINES

Children on Campus - Children are not permitted in classrooms, shops, labs, the library or the Assessment Center. Children should not be left unattended at any time on campus. Students are not allowed to take visitors to class with them except by special administrative approval. All visitors must register at the reception desk in the Administration Building.

STUDENT SERVICES

Parking - All students should display a current parking decal on their vehicle and abide by the parking regulations. Parking regulations are published in the Orientation Resources booklet available in Admissions.

Classroom Etiquette - Students are not permitted to eat or drink in the library or labs. Eating and/or drinking in classrooms is left to the discretion of the instructor. Smoking is not permitted in buildings. Students are expected to turn off all electronic devices during class.

Tobacco Use- For information about York Technical College's guidelines regarding the use of tobacco products, visit www.yorktech.edu/tobacco_guidelines.

Shop Areas- Since the shops and laboratories pose a potential area of hazard, students should not visit the shops without the permission of the instructor in charge.

Dress Code - If extreme styles of dress interfere with the educational process, appropriate attire will be suggested to the student.

STUDENT INSURANCE

An insurance policy covering injuries due to accidents in school becomes effective upon registration. The cost of this insurance is included in the registration fee. Completed accident reports and billing expense statements will be processed by the Office of the Associate Vice President for Academic and Student Affairs. In addition, an optional comprehensive accident, sickness, and major medical insurance plan is available to York Technical College students and their dependents at a reasonable cost.

Students needing limited basic health insurance may go the following link for various plans available for York Technical College students through the American College Student Association (ACSA): <http://www.acsa.com/plans/healthapp/index.asp?planid=574>. Brochures are also available from the Associate Vice President for Academic and Student Affairs Office in the Student Services Building.

HEALTH SERVICES

First-aid kits are available in the Student Services Building, the Industrial & Engineering Technologies Division Office in Building C, the Business, Computer, Arts & Sciences Division Office in Building A, in office B-4A in Building B, in office D-12 in Building D, the WIA Services Department reception desk in the Student Center, and in the Anne Springs Close Library, room L-105.

Any student involved in an accident requiring professional medical treatment at an emergency center, hospital, or physician's office should take the following action:

1. Contact nearest faculty/staff member for assistance. The faculty/staff member will contact Public Safety. All Public Safety officers are trained in first aid and CPR, and one day-shift officer is a certified Emergency Medical Technician.
2. If possible, obtain an accident claim form from the Associate Vice President for Academic and Student Affairs' Office before going to the hospital or physician's office.
3. Present claim form to emergency center, hospital, or physician.
4. If the student is incapacitated and immediate evacuation is necessary, a member of the faculty or staff at the scene should notify the Associate Vice President for Academic and

Student Affairs' Office and provide the name of the medical facility or physician to which the student was taken.

5. The Office of the Associate Vice President for Academic and Student Affairs will immediately call the person that the student has indicated as an emergency contact.

6. If accidental injury occurs during evening classes, the faculty/staff member should contact the Public Safety Office immediately at (803) 327-8013. The Public Safety Officer will notify the Administrator on Duty.

Any student who is ill and needs immediate medical attention should contact the nearest faculty or staff member for assistance. If a student is incapacitated, the College will contact emergency transport to take the student to the nearest hospital or emergency room.

ENGLISH PROFICIENCY STUDENT COMPLAINT PROCEDURE

This procedure is published under Academic Regulations and Student Services in compliance with Commission on Higher Education requirements.

All applicant finalists for employment in the credit instructional areas will be carefully screened during the hiring process to determine if they are proficient in the use of the English language. Although there may be pronunciation differences or inflectional variations which differ from the norm of the local population, these should not hinder the instructional process. However, if a student feels that he is unable to benefit from classroom instruction because of an instructor's lack of English language proficiency, the student should follow the procedure outlined on the following page in order to resolve the concern.

1. The student should talk with the instructor about language concerns and be specific about what language problems are distracting from the instructional process (i.e., talks too fast, pronunciation of key words, etc.).

2. If the student does not believe the concern has been resolved, the student should make an appointment to see the department manager of the instructional area involved. The Department Manager may request that the problems be specified in writing. The Department Manager will review the concerns (i.e., classroom observation, test review, other student input) and respond to the student in writing.

3. If the student feels that there is further need to address the concern, the student should specify the problem in writing to the Division Associate Vice President for Academic Affairs and make a follow-up appointment for discussion. The Associate Vice President for Academic Affairs may elect to discuss the situation with the Department Manager, the instructor, and the student. The Division Associate Vice President for Academic Affairs with the Executive Vice President for Academic & Student Affairs will determine if the situation merits an English Proficiency Performance Review. The student should receive from the dean a written response covering any recommendations and results of a review if such is necessary.

4. If the student is not satisfied with the response from the Division Associate Vice President for Academic Affairs, the student may schedule an appointment with the Executive Vice President for Academic & Student Affairs.

STUDENT RIGHT-TO-KNOW INFORMATION

York Technical College publishes and distributes certain information to students and College staff members on a regular basis as required by Federal legislation.

STUDENT SERVICES

The Student Right-To-Know information describes the current progress made by students pursuing a degree, diploma or certificate at the College. The Jeanne Clery Act requires the College to distribute to all current students and college staff members campus security policies and statistics concerning specific types of campus crimes. Published annually and distributed through the Registration Guide, this information is also available from the Office of the Associate Vice President for Academic and Student Affairs upon request by applicants and on the College's website under College Information.

JEANNE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act directs Colleges to publish crime awareness information for current and prospective students. Crimes on campus and at all geographical locations are reported to the Department of Public Safety on the main campus at (803) 327-8013. The Associate Vice President for Academic and Student Affairs is notified of any crimes on campus that involve students. Incident reports are completed by campus public safety officers and sent to the Department of Public Safety Chief and the Vice President for Business Affairs. A daily crime log for the most recent 60-day period is available for public inspection, upon request, during normal business hours by contacting the Dean for Students Office. The daily crime log includes the nature of the alleged crime, the date the incident was reported, the date and time the incident occurred, the general location of the incident, and the disposition of the complaint if known. Any security warnings required under the act are posted under News in the Desire2Learn (D2L) learning management system and sent to students' and college employees' D2L e-mail accounts.

Campus security and facility access are the responsibility of the Department of Public Safety. Campus access is limited after 11:30 p.m. with campus gates blocking all entrances. Gates are open at 7:00 a.m. each morning. Faculty or staff personnel who visit the campus after closure of buildings must contact a public safety officer at (803) 327-8013. The visit must be arranged in advance through the Office of the Vice President for Business Affairs.

The Department of Public Safety Chief is an armed, certified law enforcement officer. Rock Hill City Police respond to requests for assistance in security matters if needed.

Announcements and descriptions of crime prevention programs are available through a campus poster program, D2L announcements, TechTV, and the *Student News* publication. This information is available to students and other campus participants as well.

A policy statement regarding alcohol and illegal drugs is posted on the College's website. Students and campus personnel are notified at least once a year of the specific electronic address of this information. This policy outlines very clearly the punishment for violation of South Carolina laws dealing with illegal drugs and alcohol, along with severity of the penalty depending on the type of illegal drug in question.

The College provides programs each year dealing with alcohol and drug abuse. In addition, the College has an arrangement with an off-campus agency to counsel with any campus personnel in need of services. The College offers programs such as Red Ribbon Week, the Health Fair and a poster campaign dealing with the consequences of alcohol and drug abuse. The College also publishes an annual campus crime report. A paper copy of the report will be provided upon request to the Associate Vice President for Academic and Student Affairs office.

PUBLIC SAFETY

Emergency help can be obtained by calling the Department of Public Safety at (803) 327-8013. The Public Safety Office is located on the main campus in A-building, room A-262.

York Technical College's Campus Security Report is published in its entirety on the College's website at http://www.yorktech.com/security_rep.pdf. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by York Technical College; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies and procedures concerning campus security. You can obtain a copy of the Campus Security Report by contacting the Office of the Associate Vice President for Academic & Student Affairs at (803) 327-8016.

REPORTED INCIDENTS FOR YORK TECHNICAL COLLEGE CAMPUS

TYPE OF INCIDENT	2006	2007	2008
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including rape)	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	0	1	1
Burglary	0	0	0
Motor vehicle theft	0	1	1
Arson	0	0	0
Hate Crimes	0	0	0
Illegal Weapons Possession Law Violations	0	0	0
Substance Law Violations (Drugs & Alcohol)	1	1	0

York Technical College encourages prompt reporting of any criminal incident at any geographic location to the Department of Public Safety, (803) 327-8013, or the Associate Vice President for Academic & Student Affairs, (803) 327-8016. Please refer to Campus Security Report at http://www.yorktech.com/security_rep.pdf for reported incidents at campus locations other than the main campus.

PROHIBITION OF WEAPONS

State law and institutional policies prohibit the possession or use of any firearm, dangerous weapon, incendiary device, or explosive on campus, at off-campus centers, and off campus when participating in a college-sponsored activity unless such possession or use has been authorized by the College. On campus is further defined to include the College's premises, including parking lots and areas adjacent thereto.

CAMPUS SEX CRIMES PREVENTION ACT

Public Law 106-386 requires tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The Sex Offender Registry is available to the public at <http://www.sled.state.sc.us>.

DRUG-FREE SCHOOLS AND CAMPUSES INITIATIVE

It is the policy of York Technical College to provide a drug-free, healthful, safe, and secure educational environment. Students are required and expected to report to their classes or student activities in an appropriate mental and physical condition to meet the requirements and expectations of their role. In order to prevent the consequences of alcohol and other drug use in the educational setting, the South Carolina Technical Education System has

STUDENT SERVICES

implemented a policy to ensure a drug-free educational environment. This policy is published and made available to all students annually in the Orientation Resources booklet and online at www.yorktech.com under College Information.

COLLEGE USE OF PHOTOGRAPHS

It is the College's practice to take photographs of students and staff around campus and/or at College related activities for use in various college publications, including the College's web pages. If the individuals in the photographs are to be identified by name, or the photograph is posed rather than spontaneous, the permission of the individual(s) will be obtained prior to use of the photograph. If any student or employee does not wish to have his or her photograph used in any identifiable way, every reasonable effort will be made to accommodate that request, provided the employee or student gives notice of such request to the Director of Marketing, by calling (803) 981-7161.

VISITORS

Visitors to York Technical College are welcome at all times. Visitors must sign-in at the receptionist desk in the Administration Building upon arrival on campus. Students may not take visitors to class with them except with special administrative approval. Under no circumstances will children be allowed to enter classes, labs, shops, or left unattended on campus.

EMERGENCY NOTIFICATION

In the case of an extreme emergency between 8 a.m. and 5 p.m., a student may be located on campus by contacting the Admissions Office (803) 981-7089. After 5 p.m. or on weekends, contact the Public Safety Office at (803) 327-8013. To minimize disruption of classes, messages are only delivered in emergency situations.

TRAVELING ABROAD

Students may contact the Admissions Office for information about passports and other required documents, crime prevention steps and precautions and other safety tips that may be helpful when traveling abroad.

PROGRAMS OF STUDY

The academic programs at York Technical College are grouped into five divisions.
Listed below are the divisions and the respective administrators.

BUSINESS, COMPUTER, ARTS AND SCIENCES
JACK BAGWELL,
ASSOCIATE VICE PRESIDENT FOR ACADEMIC AFFAIRS

HEALTH AND HUMAN SERVICES
LINDA WEAVER-GRIGGS,
ASSOCIATE VICE PRESIDENT FOR ACADEMIC AFFAIRS

INDUSTRIAL AND ENGINEERING TECHNOLOGIES
MARC TARPLEE,
ASSOCIATE VICE PRESIDENT FOR ACADEMIC AFFAIRS

CORPORATE AND CONTINUING EDUCATION
JOANNE ZUKOWSKI,
**ASSOCIATE VICE PRESIDENT FOR ECONOMIC
AND WORKFORCE DEVELOPMENT**

LEARNING RESOURCES
JACK BAGWELL,
ASSOCIATE VICE PRESIDENT FOR ACADEMIC AFFAIRS

**BUSINESS/COMPUTER/
ARTS AND SCIENCES
DIVISION**

BUSINESS, COMPUTER, ARTS & SCIENCES

BUSINESS, COMPUTER, ARTS & SCIENCES DIVISION

Our service-and information-oriented world demands that all consumers have a basic knowledge and understanding of computers and our business enterprise system. To provide students with this knowledge, the Business, Computer, Arts and Sciences Division offers degree, diploma, or certificate courses, as well as those of special interest. Regardless of the goal, students will find programs or courses to meet their needs. All associate degree programs in the Administrative Office Technology, Business Administration Department and the Information Technology Department are accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

The student who wishes to earn the first two years of a baccalaureate degree will find college courses which transfer to a senior institution. By working with the South Carolina Commission on Higher Education, the College is continually strengthening the opportunities for transfer of course credits to the public senior colleges and universities of the state.

Each student in the Division is assigned an academic advisor who will work individually with the student in course selection each semester. Attention to specific academic needs and assistance in helping choose the right path to meet the student's career objectives are basic to the advising process used at York Technical College.

LEARNING ASSISTANCE CENTER

The Learning Assistance Center is a unified program of academic support services. These services include instruction in math, reading, English, and college skills. Individual academic coaching and computer-assisted instruction are available.

ADMINISTRATIVE OFFICE TECHNOLOGY DEPARTMENT

The Administrative Office Technology Department offers students the opportunity to learn skills needed to enter the workforce as highly skilled office workers. It prepares students for office work in business and industry including medical and legal offices. Students may earn an associate degree in Administrative Office Technology, an associate degree in Administrative Office Technology with a specialization in Paralegal, a diploma in Administrative Support, or a certificate in Customer Service, Data Entry, Legal Office, Medical Office, and Office Applications. To receive a degree, diploma, or certificate, students must complete the required minimum credit hours with a minimum of a "C" average.

Graduates find jobs as administrative assistants, word processing specialists, and legal assistants. Students use current software and technology as they develop competencies in word processing, spreadsheet, database, presentation software, and administrative procedures. Students also have the opportunity to develop decision-making, research, and public relations skills. This combination of skills prepares the student to be successful in today's office environment.

The degree and diploma programs offer an in-depth study of various skills necessary to succeed in the office environment. The certificates will prepare students for the positions indicated below:

- **Customer Service Certificate** – for entry-level customer service positions
- **Data Entry Certificate** – for entry-level data input positions
- **Legal Office Certificate** – for entry-level legal office assistants, receptionists, or law office clerks
- **Medical Office Certificate** – for entry-level healthcare office assistants, receptionists, or front office attendants

BUSINESS, COMPUTER, ARTS & SCIENCES

- **Office Applications Certificate** – for skills required in preparation for Microsoft Office Specialist certification

Students who successfully complete a combination of AOT 165, 167, 265, and 267 should have the skills to pass the Microsoft Office certification exam.

The Administrative Office Technology Department offers many courses in distance learning formats to accommodate student needs. Self-motivated and disciplined students with adequate prerequisite skills may work with their advisor to select all online courses to complete the following programs: Associate in Business with a major in Administrative Office Technology, Administrative Support Diploma, Data Entry Certificate, Office Applications Certificate, Legal Office Certificate, and Medical Office Certificate. Advanced placement tests are available for many of the Administrative Office Technology courses.

For the convenience of our students, there is a staffed, open computer lab – A-208 – available day, evening, and weekend hours as indicated on the lab door. The open lab computers have all the software taught in Administrative Office Technology courses.

MAJOR: ADMINISTRATIVE OFFICE TECHNOLOGY (AAS.AOT) DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION			CREDITS
ECO 101	Basic Economics	OR	
ECO 210	Macroeconomics		3.0
* ENG 155	Communications I		3.0
* ENG 156	Communications II		3.0
HSS 205	Technology and Society		3.0
MAT 155	Contemporary Mathematics		<u>3.0</u>
	Subtotal		15.0
B. REQUIRED CORE SUBJECT AREAS			
* +AOT 110	Document Formatting		3.0
* AOT 143	Office Systems and Procedures		3.0
* AOT 165	Information Processing Software		3.0
* AOT 167	Information Processing Applications		3.0
* AOT 267	Integrated Information Processing		<u>3.0</u>
	Subtotal		15.0

To complete the Associate in Applied Science Degree with a major in Administrative Office Technology, choose one of the Group C options which follows “Other Hours Required for Graduation” or Specialization: Paralegal, “Other Hours Required for Graduation.”

C. OTHER HOURS REQUIRED FOR GRADUATION			
COL 101	College Orientation		1.0
* IST 225	Internet Communications		3.0
* AOT 106	Keyboarding Lab I		1.0
* AOT 121	Transcription		3.0
* AOT 133	Professional Development		3.0
* AOT 134	Office Communications		3.0
* AOT 137	Office Accounting		3.0
* AOT 250	Advanced Information Processing		3.0
* AOT 251	Administrative Systems and Procedures		3.0
* AOT 254	Office Simulation		3.0

BUSINESS, COMPUTER, ARTS & SCIENCES

* AOT 265 Office Desktop Publishing	3.0
ELECTIVES (min.of 2 courses - not fewer than 4 credit hours)	<u>4.0</u>
Subtotal	33.0
Total Credit Hours	63.0

*Courses in this program which require a minimum grade of "C."

+AOT 110—prerequisite AOT 105 or exemption credit.

SPECIALIZATION: PARALEGAL (AAS.AOT.PARLG)

C. OTHER HOURS REQUIRED FOR GRADUATION

COL 101 College Orientation	1.0
* IST 225 Internet Communications	3.0
* AOT 106 Keyboarding Lab I	1.0
* AOT 133 Professional Development	3.0
* AOT 134 Office Communications	3.0
* AOT 251 Administrative Systems and Procedures	3.0
* BUS 121 Business Law	3.0
* LEG 120 Torts	3.0
* LEG 125 Introduction to the Legal System	3.0
* LEG 213 Family Law	3.0
* LEG 214 Property Law	3.0
* LEG 233 Wills, Trusts, and Probate	3.0
Elective (min. of 1 course—not fewer than 1.0 credit hour)	<u>1.0</u>
Subtotal	33.0
Total Credit Hours	63.0

*Courses in this program which require a minimum grade of "C."

+AOT 110—Pre-requisite AOT 105 or exemption credit.

SUGGESTED PLAN OF STUDY

Administrative Office Technology

First Year

Fall	Spring
COL 101	ENG 156
ENG 155	MAT 155
HSS 205	AOT 134
AOT 110	AOT 143
AOT 133	AOT 167
AOT 165	AOT 106

Second Year

Fall	Spring
IST 225	ECO 101 OR
AOT 121	ECO 210
AOT 251	AOT 250
AOT 267	AOT 254
AOT 137	AOT 265
	2 ELECTIVES

BUSINESS, COMPUTER, ARTS & SCIENCES

SUGGESTED PLAN OF STUDY

Administrative Office Technology with Paralegal Specialization

First Year

Fall	Spring
COL 101	ENG 156
ENG 155	MAT 155
HSS 205	AOT 134
AOT 110	ECO 210 or ECO 101
AOT 133	LEG 125
AOT 165	AOT 106

Second Year

Fall	Spring
IST 225	LEG 213
LEG 120	LEG 214
AOT 251	LEG 233
AOT 267	AOT 167
BUS 121	AOT 143

MAJOR: ADMINISTRATIVE SUPPORT (DAS.AOTAS)

DIPLOMA: APPLIED SCIENCE

A. GENERAL EDUCATION

	CREDITS
ECO 101 Basic Economics OR	
ECO 210 Macroeconomics	3.0
* ENG 155 Communications I	3.0
MAT 155 Contemporary Mathematics	<u>3.0</u>
Subtotal	9.0

B. REQUIRED CORE SUBJECT AREAS

* +AOT 110 Document Formatting	3.0
* AOT 143 Office Systems and Procedures	3.0
* AOT 165 Information Processing Software	3.0
* AOT 167 Information Processing Applications	<u>3.0</u>
Subtotal	12.0

C. OTHER HOURS REQUIRED FOR GRADUATION

	CREDITS
COL 101 College Orientation	1.0
* AOT 106 Keyboarding Lab I	1.0
* AOT 121 Transcription	3.0
* AOT 133 Professional Development	3.0
* AOT 134 Office Communications	3.0
* AOT 137 Office Accounting	3.0
* AOT 251 Administrative Systems and Procedures	3.0
* AOT 254 Office Simulation	3.0
* AOT 265 Office Desktop Publishing	3.0
* AOT 267 Integrated Information Processing	<u>3.0</u>
Subtotal	26.0
Total Credit Hours	47.0

*Courses in this program which require a minimum grade of "C."

+AOT 110 -- prerequisite AOT 105 or exemption credit.

BUSINESS, COMPUTER, ARTS & SCIENCES

SUGGESTED PLAN OF STUDY

Automated Office

First Year

Fall	Spring
COL 101	MAT 155
ENG 155	AOT 106
AOT 110	AOT 134
AOT 133	AOT 143
AOT 165	AOT 167
	AOT 267

Second Year

Summer or Fall

ECO 101 OR
ECO 210
AOT 121
AOT 137
AOT 265
AOT 251
AOT 254

CERTIFICATE: CUSTOMER SERVICE (CT.AOTCS)

A. REQUIRED CORE SUBJECT AREAS

* AOT 105	Keyboarding	3.0
* AOT 135	Data Entry	3.0
* AOT 180	Customer Service	3.0
* CPT 170	Microcomputer Applications	3.0
* PSY 105	Personal/Interpersonal Psychology	3.0
* AOT 143	Office Systems and Procedures	<u>3.0</u>
	Total Credit Hours	18.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY

Customer Service Certificate

Fall	Spring
AOT 105	CPT 170
AOT 135	AOT 180
PSY 105	AOT 143

CERTIFICATE: DATA-ENTRY (CT.AOTDE)

A. REQUIRED CORE SUBJECT AREAS

CREDITS

* AOT 105	Keyboarding	3.0
* AOT 110	Document Formatting	3.0
* AOT 133	Professional Development	3.0
* AOT 135	Data Entry	3.0
* AOT 165	Information Processing Software	3.0
* AOT 167	Information Processing Applications	3.0
* AOT 250	Advanced Information Processing	3.0
* AOT 267	Integrated Information Processing	<u>3.0</u>
	Total Credit Hours	24.0

*Courses in this program which require a minimum grade of "C."

BUSINESS, COMPUTER, ARTS & SCIENCES

SUGGESTED PLAN OF STUDY

Data-Entry Certificate

Fall

AOT 105
AOT 135
AOT 165
AOT 267

Spring

AOT 110
AOT 133
AOT 167
AOT 250

CERTIFICATE: LEGAL OFFICE (CT.AOTLO)

A. REQUIRED CORE SUBJECT AREAS

		3.0	
* +AOT	110	Document Formatting	3.0
* AOT	121	Transcription	3.0
* AOT	133	Professional Development	3.0
* AOT	134	Office Communications	3.0
* AOT	144	Legal Office Procedures	3.0
* AOT	165	Information Processing Software	3.0
* AOT	167	Information Processing Applications	3.0
* +AOT	267	Intergrated Information Processing	3.0
* AOT	213	Legal Document Production	3.0
* AOT	214	Software Apps. Used in the Law Office	3.0
* LEG	125	Intorduction to the Legal System	<u>3.0</u>
		Total Credit Hours	33.0

*Courses in this program which require a minimum grade of "C."

+AOT 110—prerequisite AOT 105 or exemption credit.

SUGGESTED PLAN OF STUDY

Legal Office Certificate

Fall

AOT 110
AOT 133
AOT 134
AOT 144
AOT 165
LEG 125

Spring

AOT 121
AOT 167
AOT 213
AOT 214
AOT 267

CERTIFICATE: MEDICAL OFFICE (CT.AOTMC)

A. REQUIRED CORE SUBJECT AREAS

* AHS	102	Medical Terminology	3.0
* +AOT	110	Document Formatting	3.0
* AOT	121	Transcription	3.0
* AOT	133	Professional Development	3.0
* AOT	134	Office Communications	3.0
* AOT	137	Office Accounting	3.0
* AOT	165	Information Processing Software	3.0
* AOT	167	Information Processing Applications	3.0
* AOT	212	Medical Document Production	3.0

BUSINESS, COMPUTER, ARTS & SCIENCES

* AOT 252	Medical Systems and Procedures	<u>3.0</u>
	Total Credit Hours	30.0

*Courses in this program which require a minimum grade of "C."

+AOT 110—prerequisite AOT 105 or exemption credit.

SUGGESTED PLAN OF STUDY

Medical Office Certificate

Fall	Spring
AHS 102	AOT 133
AOT 137	AOT 121
AOT 110	AOT 167
AOT 134	AOT 212
AOT 165	AOT 252

CERTIFICATE: OFFICE APPLICATIONS (CT.AOTOA)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* IST 225 Internet Communications	3.0
* AOT 165 Information Processing Software	3.0
* AOT 167 Information Processing Applications	3.0
* AOT 250 Advanced Information Processing	3.0
* AOT 267 Integrated Information Processing	3.0
* AOT 265 Office Desktop Publishing	<u>3.0</u>
Total Credit Hours	18.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY

Office Applications Certificate

Fall	Spring
AOT 165	AOT 167
AOT 267	AOT 250
AOT 265	IST 225

BUSINESS ADMINISTRATION DEPARTMENT

The Business Administration Department offers students many career choices in business. Programs include two-year degrees in Accounting, Management, or General Business and certificates in Accounting Clerk, Entrepreneurial, Human Resource Management Specialist, or Payroll/Income Tax.

The Accounting Degree is available for students who wish to enter the accounting profession. This major emphasizes the accounting theory and practice necessary for many entry-level accounting positions. Students use a variety of commercial accounting software packages, including Peachtree, QuickBooks, and Excel. With the Accounting Degree, students are prepared to acquire jobs in accounts receivable, accounts payable, bookkeeping, and inventory control or to become a junior accountant, payroll accountant, or cost accounting assistant. The training received in the Accounting major, along with subsequent work experience, should prepare a student to become an accounting supervisor and eventually to reach positions of higher responsibility in a business firm.

The General Business major is available for students who desire an overall knowledge of business operations. Students may choose one of three General Business specializations:

BUSINESS, COMPUTER, ARTS & SCIENCES

accounting, entrepreneurial specialty, or payroll/income tax. With this major, students will obtain the skills to qualify for positions in customer service, payroll, and income tax services or to become an accounting clerk.

The Management major offers students an opportunity to obtain knowledge in sound management techniques and procedures. This program allows students to choose a specific area of specialization in general management, human resources, fire science administration, logistics, or environmental technology. Depending upon the specialization, students will acquire the technology and skills to qualify for careers as office managers, human resource assistants, management trainees, fire science administrators, distribution managers, managers with expertise in environmental compliance and hazardous waste issues, or a variety of other supervisory positions.

Four certificate programs are available for students seeking to become employed within one year. These include Accounting Clerk, Entrepreneurial, Human Resource Management Specialist, and Payroll/Income Tax. Students who earn a certificate may later decide to enroll in a two-year degree program and apply the courses earned in the certificate to the degree as appropriate.

Students completing the two-year Accounting Degree and the Accounting Clerk Certificate may become nationally certified by taking the National Center for Competency Testing (NCCT) certified accounting exam. Students completing the payroll/income tax program may become nationally certified by taking the American Payroll Association (APA) fundamental payroll certification exam.

In order to accommodate student needs, the Business Administration Department offers a variety of courses in a distance learning format (online). For students' convenience, there is a staffed open computer lab (A 208) available day, evening, and weekend hours as indicated on the lab door. The open lab computers provide access to the software taught in the Information Technology, Administrative Office Technology, and Business Administration courses.

MAJOR: ACCOUNTING (AAS.ACC) DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION				CREDITS
*	ENG	155	Communications I	3.0
	ENG	156	Communications II	3.0
	ECO	211	Microeconomics OR	
	PSC	201	American Government OR	
	PSY	201	General Psychology	3.0
	MAT	101	Beginning Algebra	3.0
	HSS	205	Technology and Society	<u>3.0</u>
			Subtotal	15.0
B. REQUIRED CORE SUBJECT AREAS				
*	ACC	111	Accounting Concepts	3.0
*	ACC	101	Accounting Principles I	3.0
*	ACC	102	Accounting Principles II	3.0
*	ACC	245	Accounting Applications	3.0
*	BUS	121	Business Law I	3.0
*	CPT	170	Microcomputer Applications	<u>3.0</u>
			Subtotal	18.0

BUSINESS, COMPUTER, ARTS & SCIENCES

C. OTHER HOURS REQUIRED FOR GRADUATION

* ACC 120	Federal Income Tax	3.0
* ACC 124	Individual Tax Procedures	3.0
* ACC 150	Payroll Accounting	3.0
* ACC 201	Intermediate Accounting I	3.0
* ACC 202	Intermediate Accounting II	3.0
* ACC 230	Cost Accounting I	3.0
* ACC 231	Cost Accounting II	3.0
* ACC 240	Computerized Accounting	3.0
* BAF 201	Principles of Finance	3.0
COL 101	College Orientation	1.0
* BUS 145	Calculator Applications	3.0
+ ELECTIVES	(minimum of 1 course) not fewer than 2 credit hours	<u>2.0</u>
	Subtotal	33.0
	Total Credit Hours	66.0

*Courses in this program which require a minimum grade of "C".

+All business electives require a minimum grade of "C".

SUGGESTED PLAN OF STUDY

Accounting

First Year

Fall

ACC 111
ENG 155
HSS 205
MAT 101
COL 101

Spring

ACC 101
ENG 156
ACC 124
ECO 211 **or**
PSC 201 **or**
PSY 201
BUS 145

Summer

ACC 102
CPT 170
ACC 245

Second Year

Fall

ACC 201
ACC 230
ACC 240
ACC 120
BUS 121

Spring

ACC 202
ACC 231
ACC 150
BAF 201
1 ELECTIVE (minimum 2 credit hours)

MAJOR: GENERAL BUSINESS

DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION

CREDITS

* ENG 155	Communications I	3.0
ENG 156	Communications II	3.0
HSS 205	Technology & Society	3.0
MAT 155	Contemporary Mathematics	3.0
PSY 201	General Psychology	<u>3.0</u>
	Subtotal	15.0

BUSINESS, COMPUTER, ARTS & SCIENCES

B. REQUIRED CORE SUBJECT AREAS

#*ACC	101	Accounting Principles I	3.0
* BUS	121	Business Law I	3.0
* CPT	170	Microcomputer Applications	3.0
* MGT	110	Office Management	3.0
* MKT	101	Marketing	<u>3.0</u>
		Subtotal	15.0

To complete the Associate in Applied Science Degree with a major in General Business, choose either the Accounting, the Entrepreneurial Specialty, or the Payroll/Income Tax Specialization.

SPECIALIZATION: ACCOUNTING (AAS.BUS.ACC)

C. OTHER HOURS REQUIRED FOR GRADUATION			CREDITS
* ACC	102	Accounting Principles II	3.0
* ACC	124	Individual Tax Procedures	3.0
* ACC	150	Payroll Accounting	3.0
* BAF	101	Personal Finance	3.0
* BUS	101	Introduction to Business	3.0
* BUS	123	Business Law II	3.0
	COL 101	College Orientation	1.0
* MGT	201	Human Resource Management	3.0
* ACC	240	Computerized Accounting	3.0
* ACC	245	Accounting Applications	3.0
* ACC	130	State Tax Procedures	1.0
* BUS	136	Compensation and Benefits	3.0
* BUS	145	Calculator Applications	<u>3.0</u>
		Subtotal	35.0
		Total Credit Hours	65.0

SPECIALIZATION: ENTREPRENEURIAL SPECIALTY (AAS.BUS.ENTSP)

C. OTHER HOURS REQUIRED FOR GRADUATION			
* ACC	102	Accounting Principles II	3.0
* ACC	124	Individual Tax Procedures	3.0
* ACC	150	Payroll Accounting	3.0
* BAF	101	Personal Finance	3.0
* BUS	101	Introduction to Business	3.0
* BUS	123	Business Law II	3.0
	COL 101	College Orientation	1.0
* MGT	201	Human Resource Management	3.0
* ACC	242	Small Business Software	1.0
* ACC	243	Computerized Spreadsheets	1.0
* MGT	120	Small Business Management	3.0
* MGT	121	Small Business Operations	3.0
* MKT	265	Retailing Strategies & Applications	3.0
* ELECTIVES			<u>2.0</u>
		Subtotal	35.0
		Total Credit Hours	65.0

BUSINESS, COMPUTER, ARTS & SCIENCES

SPECIALIZATION: PAYROLL/ INCOME TAX (AAS.BUS.PAYIN)

C. OTHER HOURS REQUIRED FOR GRADUATION

* ACC 102	Accounting Principles II	3.0
* ACC 124	Individual Tax Procedures	3.0
* ACC 150	Payroll Accounting	3.0
* BAF 101	Personal Finance	3.0
* BUS 101	Introduction to Business	3.0
* BUS 123	Business Law II	3.0
COL 101	College Orientation	1.0
* MGT 201	Human Resource Management	3.0
* ACC 120	Federal Income Tax	3.0
* ACC 130	State Tax Procedures	1.0
* ACC 240	Computerized Accounting	3.0
* BUS 135	Wage and Salary Administration	3.0
* BUS 136	Compensation and Benefits	<u>3.0</u>
	Subtotal	35.0
	Total Credit Hours	65.0

*Courses in this program which require a minimum grade of "C."

#ACC 101--prerequisite ACC 111 with a minimum grade of "C."

SUGGESTED PLAN OF STUDY

General Business with Accounting Specialization

First Year

Fall	Spring
ACC 101	ACC 102
BUS 101	CPT 170
COL 101	ENG 156
ENG 155	MGT 110
MAT 155	PSY 201
BUS 145	ACC 124

Second Year

Fall	Spring
BAF 101	ACC 150
ACC 240	BUS 123
ACC 245	HSS 205
BUS 121	BUS 136
MKT 101	ACC 130
MGT 201	

SUGGESTED PLAN OF STUDY

General Business with Entrepreneurial Specialty Specialization

First Year

Fall	Spring
ACC 101	ACC 102
BUS 101	ACC 124
BUS 121	ENG 156
COL 101	MGT 110
ENG 155	MGT 201
MAT 155	

BUSINESS, COMPUTER, ARTS & SCIENCES

Second Year

Fall	Spring
BAF 101	ACC 150
CPT 170	BUS 123
MKT 101	HSS 205
MGT 120	MGT 121
MKT 265	ACC 242
PSY 201	ACC 243
ELECTIVE (min.1 hr.)	ELECTIVE (min.1 hr.)

SUGGESTED PLAN OF STUDY

General Business with Payroll/Income Tax Specialization

First Year

Fall	Spring
ACC 101	ACC 102
BUS 101	ENG 156
COL 101	MGT 110
ENG 155	ACC 124
MAT 155	PSY 201
BAF 101	

Second Year

Fall	Spring
ACC 240	ACC 150
BUS 121	BUS 123
HSS 205	BUS 135
CPT 170	ACC 130
MKT 101	BUS 136
ACC 120	MGT 201

MAJOR: MANAGEMENT

DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION

CREDITS

* ENG 155	Communications I	3.0
ENG 156	Communications II	3.0
ECO 210	Macroeconomics OR	
PSC 201	American Government OR	
PSY 201	General Psychology	3.0
MAT 101	Beginning Algebra	3.0
HSS 205	Technology and Society	<u>3.0</u>
	Subtotal	15.0

B. REQUIRED CORE SUBJECT AREAS

#*ACC 101	Accounting Principles I	3.0
*BUS 121	Business Law I	3.0
*CPT 101	Introduction to Computers	3.0
*MGT 101	Principles of Management	3.0
*MKT 101	Marketing	<u>3.0</u>
	Subtotal	15.0

BUSINESS, COMPUTER, ARTS & SCIENCES

To complete the Associate in Applied Science Degree with a major in Management, choose either the General Management Specialization, the Human Resources Specialization, the Fire Science Administration Specialization, the Logistics Specialization, or the Environmental Technology Specialization.

SPECIALIZATION: GENERAL MANAGEMENT (AAS.MGT.GNMGT)

C. OTHER HOURS REQUIRED FOR GRADUATION

* ACC 102	Accounting Principles II	3.0
* ACC 150	Payroll Accounting	3.0
* BAF 201	Principles of Finance	3.0
* BUS 101	Introduction to Business	3.0
COL 101	College Orientation	1.0
* MGT 201	Human Resource Management	3.0
* MGT 110	Office Management	3.0
* MGT 120	Small Business Management	3.0
* BUS 145	Calculator Applications	3.0
* MGT 280	Executive Development	3.0
* MKT 265	Retailing Strategies & Applications	3.0
ELECTIVES (min. of 2 courses- not less than 4.0 credit hours)		<u>4.0</u>
Subtotal		35.0
Total Credit Hours		65.0

SPECIALIZATION: HUMAN RESOURCES (AAS.MGT.HMRES)

C. OTHER HOURS REQUIRED FOR GRADUATION

* ACC 102	Accounting Principles II	3.0
* ACC 150	Payroll Accounting	3.0
* BAF 201	Principles of Finance	3.0
* BUS 101	Introduction to Business	3.0
COL 101	College Orientation	1.0
* MGT 201	Human Resource Management	3.0
* ACC 243	Computerized Spreadsheet	1.0
* BUS 123	Business Law II	3.0
* BUS 128	Employment Law	3.0
* BUS 136	Compensation and Benefits	3.0
* SPC 205	Public Speaking	3.0
ELECTIVES (min. of 2 courses- not less than 6.0 credit hours)		<u>6.0</u>
Subtotal		35.0
Total Credit Hours		65.0

SPECIALIZATION: FIRE SCIENCE ADMINISTRATION (AAS.MGT.FRSCI)

C. OTHER HOURS REQUIRED FOR GRADUATION CREDITS

* ACC 102	Accounting Principles II	3.0
* ACC 150	Payroll Accounting	3.0
* BAF 201	Principles of Finance	3.0
* BUS 101	Introduction to Business	3.0
COL 101	College Orientation	1.0
* MGT 201	Human Resource Management	3.0
ELECTIVES		3.0
* SC Fire Academy Approved Courses		<u>16.0</u>
Subtotal		35.0
Total Credit Hours		65.0

BUSINESS, COMPUTER, ARTS & SCIENCES

SPECIALIZATION: LOGISTICS (AAS.MGT.LOGST)

C. OTHER HOURS REQUIRED FOR GRADUATION

* ACC 102	Accounting Principles II	3.0
* ACC 150	Payroll Accounting	3.0
* BAF 201	Principles of Finance	3.0
* BUS 101	Introduction to Business	3.0
COL 101	College Orientation	1.0
* MGT 201	Human Resource Management	3.0
* LOG 110	Introduction to Logistics	3.0
* LOG 125	Transportation Logistics	3.0
* LOG 215	Supply Chain Management	3.0
* LOG 235	Traffic Management	3.0
* LOG 240	Purchasing Logistics	3.0
ELECTIVES (min. of 2 courses- not less than 4.0 credit hours)		<u>4.0</u>
Subtotal		35.0
Total Credit Hours		65.0

SPECIALIZATION: ENVIRONMENTAL TECHNOLOGY (AAS.MGT.ENVIR)

C. OTHER HOURS REQUIRED FOR GRADUATION

* ACC 102	Accounting Principles II	3.0
* ACC 150	Payroll Accounting	3.0
* BAF 201	Principles of Finance	3.0
* BUS 101	Introduction to Business	3.0
COL 101	College Orientation	1.0
* MGT 201	Human Resource Management	3.0
* BIO 205	Ecology	3.0
* BIO 206	Ecology Lab	1.0
* EVT 206	Introduction to Environmental Compliance	3.0
* EVT 254	Industrial Safety & Emergency Response	3.0
* EVT 110	Introduction to Treatment Facilities	3.0
* EVT 111	Introduction to Water and Wastewater Treatment	1.0
* EVT 201	Environmental Science	3.0
ELECTIVES (min. of 1 course- not less than 2.0 credit hours)		<u>2.0</u>
Subtotal		35.0
Total Credit Hours		65.0

*Course in this program which require a minimum grade of "C."

#ACC 101--prerequisite ACC 111 with minimum grade of "C."

SUGGESTED PLAN OF STUDY

Management with General Management Specialization

First Year

Fall

ACC 101
BUS 101
BUS 121
COL 101
ENG 155
MAT 101

Spring

ACC 102
BUS 145
CPT 101
ENG 156
HSS 205
MGT 101

BUSINESS, COMPUTER, ARTS & SCIENCES

Second Year

Fall	Spring
MKT 101	ACC 150
MGT 280	BAF 201
MGT 120	MGT 110
MKT 265	MGT 201
ELECTIVE(s) (4 sem. hrs.)	ECO 210 OR PSC 201 OR PSY 201

SUGGESTED PLAN OF STUDY

Management with Human Resources Specialization

First Year

Fall	Spring
ACC 101	ACC 102
BUS 101	BUS 123
BUS 121	CPT 101
COL 101	ENG 156
ENG 155	HSS 205
MAT 101	MGT 101

Second Year

Fall	Spring
ACC 243	ACC 150
BUS 128	BAF 201
MKT 101	BUS 136
ELECTIVE (3 hrs)	MGT 201
ECO 210 OR	ELECTIVE (3 hrs)
PSC 201 OR	SPC 205
PSY 201	

SUGGESTED PLAN OF STUDY

Management with Fire Science Administration Specialization

First Year

Fall	Spring
ACC 101	ACC 102
BUS 101	CPT 101
BUS 121	ENG 156
COL 101	HSS 205
ENG 155	MGT 101
MAT 101	

Second Year

Fall	Spring
MKT 101	ACC 150
Fire Science Courses (7 hrs)	BAF 201
ELECTIVE (3 hrs)	Fire Science Courses (9 hrs)
ECO 210 OR	MGT 201
PSC 201 OR	
PSY 201	

SUGGESTED PLAN OF STUDY

Management with Logistics Specialization

First Year

Fall	Spring
COL 101	ACC 102
ACC 101	CPT 101
BUS 121	ENG 156
ENG 155	HSS 205

BUSINESS, COMPUTER, ARTS & SCIENCES

LOG 110	MGT 101
MAT 101	LOG 125

Second Year

Fall	Spring
LOG 215	BAF 201
MKT 101	LOG 235
ECO 210 OR	LOG 240
PSC 201 OR	MGT 201
PSY 201 OR	ELECTIVE
BUS 101	ELECTIVE
ACC 150	

SUGGESTED PLAN OF STUDY

Management with Environmental Technology Specialization

First Year

Fall	Spring	Summer
ACC 101	ACC 102	BUS 121
BUS 101	CPT 101	EVT 201
EVT 206	ENG 156	EVT 111
COL 101	HSS 205	
ENG 155	MGT 101	
MAT 101		

Second Year

Fall	Spring
MKT 101	ACC 150
EVT 110	BAF 201
BIO 205	MGT 201
BIO 206	EVT 254
ELECTIVE (2.0 hrs.)	ECO 201 OR
	PSC 201 OR
	PSY 201

CERTIFICATE: ACCOUNTING CLERK (CT.BUSAC)

A. REQUIRED CORE SUBJECT AREAS

CREDITS

#* ACC 101	Accounting Principles I	3.0
*ACC 102	Accounting Principles II	3.0
*ACC 150	Payroll Accounting	3.0
*ACC 240	Computerized Accounting	3.0
*ACC 245	Accounting Applications	3.0
*BUS 145	Calculator Applications	3.0
*CPT 170	Microcomputer Applications	<u>3.0</u>
	Total Credit Hours	21.0

Courses in this program will transfer to an Associate in Applied Science Degree.

*Courses in this program require a minimum grade of "C."

#ACC 101 -- prerequisite ACC 111 with a minimum grade of "C."

SUGGESTED PLAN OF STUDY

Accounting Clerk Certificate

Fall	Spring
ACC 101	ACC 102
BUS 145	ACC 150
CPT 170	ACC 240
	ACC 245

BUSINESS, COMPUTER, ARTS & SCIENCES

CERTIFICATE: ENTREPRENEURIAL CERTIFICATE (CT.BUSEC)

A. REQUIRED CORE SUBJECT AREAS

*+ ACC 101	Accounting Principles I	3.0
* ACC 150	Payroll Accounting	3.0
* ACC 242	Small Business Software	1.0
* BUS 101	Introduction to Business	3.0
* BUS 121	Business Law I	3.0
* BUS 123	Business Law II	3.0
* MGT 120	Small Business Management	3.0
* MGT 121	Small Business Operations	3.0
* MGT 201	Human Resource Management	<u>3.0</u>
Total Credit Hours		25.0

*Courses in this program which require a minimum grade of "C."

+ACC 101--prerequisite ACC 111 with a minimum grade of "C" or exemption credit.

SUGGESTED PLAN OF STUDY

Entrepreneurial Certificate

Fall	Spring
ACC 101	ACC 150
BUS 101	ACC 242
BUS 121	BUS 123
MGT 120	MGT 121
	MGT 201

CERTIFICATE: FINANCIAL SERVICES (CT.BUSFS)

A. REQUIRED CORE SUBJECT AREAS

CREDITS

* ACC 101	Accounting Principles I	3.0
* ACC 111	Accounting Concepts	3.0
* BAF 150	Principles of Bank Operations	3.0
* BAF 155	Credit and Collections	3.0
* BAF 201	Principles of Finance	3.0
* BAF 210	Law and Banking	3.0
* BAF 215	Money and Banking	3.0
* BUS 101	Introduction to Business	3.0
* CPT 170	Microcomputer Applications	3.0
* AOT 180	Customer Service	3.0
* SPA 101	Elementary Spanish I	<u>4.0</u>
Total Credit Hours		34.0

*Courses in this program which require a minimum grade of "C."

+ACC 101--prerequisite ACC 111 with minimum grade of "C" or exemption credit.

SUGGESTED PLAN OF STUDY

Financial Services

Fall	Spring	Summer
ACC 111	ACC 101	BAF 201
BAF 150	BAF 155	BAF 215
BUS 101	BAF 210	AOT 180
SPA 101	CPT 170	

BUSINESS, COMPUTER, ARTS & SCIENCES

CERTIFICATE: HUMAN RESOURCE MANAGEMENT SPECIALIST (CT.BUSHR)

A. REQUIRED CORE SUBJECT AREAS			CREDITS
*+ ACC	101	Accounting Principles I	3.0
* ACC	150	Payroll Accounting	3.0
* ACC	243	Computerized Spreadsheets	1.0
* BAF	101	Personal Finance	3.0
* BUS	121	Business Law	3.0
* BUS	123	Business Law II	3.0
* BUS	128	Employment Law	3.0
* BUS	136	Compensation & Benefits Analysis	3.0
* CPT	170	Microcomputer Applications	3.0
ENG	155	Communications I	3.0
* MGT	101	Principles of Management	3.0
* MGT	201	Human Resource Management	3.0
SPC	205	Public Speaking	<u>3.0</u>
Total Credit Hours			37.0

*Courses in this program which require a minimum grade of "C."

+ACC 101--prerequisite ACC 111 with minimum grade of "C" or exemption credit.

SUGGESTED PLAN OF STUDY Human Resource Management Specialist

Fall	Spring	Summer
ACC 101	MGT 201	ACC 150
BUS 121	BUS 123	ACC 243
BAF 101	SPC 205	
ENG 155	BUS 128	
MGT 101	BUS 136	
CPT 170		

CERTIFICATE: PAYROLL/INCOME TAX CERTIFICATE (CT.BUSPI)

A. REQUIRED CORE SUBJECT AREAS			
#* ACC	101	Accounting Principles I	3.0
* ACC	120	Federal Income Taxes	3.0
* ACC	124	Individual Tax Procedures	3.0
* ACC	130	State Tax Procedures	1.0
* ACC	150	Payroll Accounting	3.0
* ACC	240	Computerized Accounting	3.0
* BUS	135	Wage and Salary Administration	3.0
* BUS	136	Compensation and Benefits Analysis	3.0
* BUS	145	Calculator Applications	3.0
* CPT	170	Microcomputer Applications	3.0
* MAT	155	Contemporary Mathematics	3.0
* MGT	201	Human Resource Management	<u>3.0</u>
Total Credit Hours			34.0

*Courses in this program which require a minimum grade of "C."

#ACC 101 -- prerequisite ACC 111 with minimum grade of "C."

BUSINESS, COMPUTER, ARTS & SCIENCES

SUGGESTED PLAN OF STUDY

Payroll/Income Tax Certificate

Fall	Spring	Summer
ACC 101	ACC 124	ACC 120
BUS 145	BUS 135	ACC 150
CPT 170	MGT 201	ACC 240
MAT 155	BUS 136	
	ACC 130	

INFORMATION TECHNOLOGY DEPARTMENT

The Information Technology Department at York Technical College prepares students for many career paths as well as industry certifications. Students with a high aptitude for math and logical reasoning may find the Associate in Computer Technology Degree an appropriate option for them. The degree provides students with two specializations: programming or networking. The Associate in Computer Technology Degree prepares students to program in C++, design database systems, use multiple modern operating systems, relate network theory and design, and exhibit proficiency with word processing, spreadsheet, and database applications. Graduates of this program often find jobs as computer programmers, network technicians, and systems analysts.

For those students who want to get into the information technology field more quickly, certificate programs in Digital Design, Network Administration, Network Operations, and PC Tech Support are available. Information Technology professionals and students who have previously attained skills through coursework and/or employment may be interested in the advanced certificates: Network Security and Web Programming. To receive a degree or certificate, students must complete the required minimum credit hours with a minimum of a “C” average.

- Digital Design Certificate--for entry-level graphic design positions
- Network Administration Certificate--for assistant network administrators in a Microsoft operating system environment (Graduates of this certificate will be prepared to take the Microsoft exams, leading to either the Microsoft Certified Systems Administrator Certification or the Microsoft Certified Systems Engineer Certification.)
- Network Operations Certificate--for skills required to install and operate LAN, WAN, and dial access services for small networks (Students successfully completing the York Technical College Network Operations Certificate may also wish to take the Cisco Certified Network Associate Exam..)
- Network Security Certificate--for skills required to provide cyber security
- PC Tech Support Certificate--for entry-level jobs in technical support call centers
- Web Programming Certificate—for entry-level positions as a web programmer

For the convenience of our students, there is a staffed open computer lab in A-208 – available day, evening, and weekend hours as indicated on the lab door. The open lab computers contain all the software taught in the Information Technology, Administrative Office Technology, and Business Administration courses.

BUSINESS, COMPUTER, ARTS & SCIENCES

MAJOR: COMPUTER TECHNOLOGY

DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION			CREDITS
ECO	210	Macroeconomics	3.0
* ENG	101	English Composition I	3.0
ENG	160	Technical Communications	3.0
HSS	205	Technology and Society	3.0
* MAT	110	College Algebra	3.0
MAT	165	Statistics	3.0
SPC	205	Public Speaking	<u>3.0</u>
Subtotal			21.0

B. REQUIRED CORE SUBJECT AREAS			
* CPT	114	Computers and Programming	3.0
* CPT	168	Programming Logic & Design	3.0
* CPT	170	Microcomputer Applications	3.0
* CPT	232	C++ Programming I	3.0
* CPT	233	C++ Programming II	3.0
* CPT	242	Database	3.0
* CPT	257	Operating Systems	3.0
* CPT	270	Advanced Microcomputer Applications	3.0
* IST	220	Data Communications	3.0
* CPT	264	Systems and Design	<u>3.0</u>
Subtotal			30.0

To complete the Associate in Applied Science Degree, choose either the Programming Specialization or the Networking Specialization:

SPECIALIZATION: PROGRAMMING (AAS.CPT.PROG)

C. OTHER HOURS REQUIRED FOR GRADUATION			
* CPT	115	Cobol I	3.0
* CPT	236	Java Programming I	3.0
* CPT	212	Visual Basic	3.0
* CPT	244	Data Structures	3.0
* IST	272	Relational Database	3.0
COL	101	College Orientation	1.0
One of the following:			
* CPT	215	Cobol II	3.0
* CPT	237	Java Programming II	3.0
* CPT	246	Introduction to XML	3.0
* CPT	213	Visual Basic II	<u>3.0</u>
Subtotal			19.0
Total Credit Hours			70.0

SPECIALIZATION: NETWORKING (AAS.CPT.NETWK)

C. OTHER HOURS REQUIRED FOR GRADUATION			
* IST	221	Advanced Data Communications	3.0
* IST	252	LAN System Manager	3.0
* IST	253	LAN Service & Support	3.0
* IST	254	Centralized Network Management	3.0
* IST	260	Network Design	3.0
* IST	273	Advanced Clint/Server Systems	3.0
COL	101	College Orientation	1.0

BUSINESS, COMPUTER, ARTS & SCIENCES

Subtotal	<u>19.0</u>
Total Credit Hours	70.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY

Computer Technology with Programming Specialization

First Year

Fall	Spring
COL 101	CPT 232
CPT 114	CPT 115
CPT 168	CPT 270
CPT 170	CPT 212
ENG 101	CPT 257
MAT 110	ENG 160

Second Year

Fall	Spring
CPT 233	CPT 244
CPT 242	HSS 205
CPT 236	IST 220
MAT 165	CPT 264
ECO 210	IST 272
SPC 205	Elective CPT course

SUGGESTED PLAN OF STUDY

Computer Technology with Networking Specialization

First Year

Fall	Spring
COL 101	CPT 232
CPT 114	CPT 257
CPT 168	CPT 270
CPT 170	ENG 160
ENG 101	IST 220
MAT 110	IST 252

Second Year

Fall	Spring
CPT 233	CPT 264
CPT 242	HSS 205
ECO 210	IST 221
IST 253	IST 260
IST 254	IST 273
MAT 165	SPC 205

BUSINESS, COMPUTER, ARTS & SCIENCES

CERTIFICATE: DIGITAL DESIGN (CT.CPTDD)

A. REQUIRED CORE SUBJECT AREAS

* ARV 110	Computer Graphics I	3.0
* ARV 121	Design	3.0
* ARV 123	Composition and Color	3.0
* ARV 210	Computer Graphics II	3.0
* ARV 212	Digital Photography	3.0
* ARV 281	Design II	3.0
* CGC 278	Typography	3.0
* CPT 160	Digital Vector Graphics I	3.0
* CPT 252	Digital Animation	3.0
* CPT 295	Desktop Publishing Applications	3.0
* AOT 162	Basic Information Processing	<u>3.0</u>
	Total Credit Hours	33.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY

Digital Design Certificate

Fall

AOT 162
ARV 110
CGC 278
ARV 123

Spring

ARV 210
ARV 121
CPT 160
ARV 212

Summer

ARV 281
CPT 252
CPT 295

CERTIFICATE: NETWORK ADMINISTRATION (CT.CPTNA)

A. REQUIRED CORE SUBJECT AREAS

* CPT 114	Computer & Programming	3.0
* IST 220	Data Communications	3.0
* IST 251	LAN Networking Technologies	3.0
* IST 252	LAN System Manager	3.0
* IST 253	LAN Service & Support	3.0
* IST 254	Centralized Network Mgmt	3.0
* IST 260	Network Design	3.0
* IST 273	Advanced Client/Server Systems	3.0
* IST 221	Advanced Data Communications	<u>3.0</u>
	Total Credit Hours	27.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY

Network Administration Certificate

Fall

CPT 114
IST 220
IST 251

Spring

IST 252
IST 253
IST 260

Summer

IST 221
IST 254
IST 273

BUSINESS, COMPUTER, ARTS & SCIENCES

CERTIFICATE: NETWORK OPERATIONS (CT.CPTNO)

A. REQUIRED CORE SUBJECT AREAS

* IST	201	Cisco Internet Working Concepts	3.0
* IST	202	Cisco Router Configuration	3.0
* IST	203	Advanced Cisco Router Configuration	3.0
* IST	204	Cisco Troubleshooting	<u>3.0</u>
Total Credit Hours			12.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY

Network Operations Certificate

First Year

Fall	Spring	Summer
IST 201	IST 202	IST 203

Second Year

Fall

IST 204

ADVANCED CERTIFICATE: NETWORK SECURITY (CT.CPTNS)

A. REQUIRED CORE SUBJECT AREAS

CREDITS

* IST	101	Orientation to IT Professions	1.0
* IST	103	Security Awareness	1.0
* IST	188	Hardware Basics & OS	5.0
* IST	201	Cisco Internetworking Concepts	3.0
* IST	202	Cisco Router Configuration	3.0
* IST	203	Advanced Cisco Router Configuration	3.0
* IST	204	Cisco Troubleshooting	3.0
* IST	252	LAN System Manager	3.0
* IST	254	Centralized Network Management	3.0
* IST	291	Fund. of Network Security I	3.0
* IST	292	Fund. of Network Security II	3.0
* IST	293	IT and Data Assurance I	3.0
* IST	294	IT and Data Assurance II	<u>3.0</u>
Total Credit Hours			37.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY

Network Security Certificate

First Year

Fall	Spring
IST 101	IST 202
IST 103	IST 252
IST 188	IST 291
IST 201	

Second Year

Fall	Spring
IST 203	IST 254
IST 292	IST 294
IST 293	IST 204

BUSINESS, COMPUTER, ARTS & SCIENCES

CERTIFICATE: PC TECHNICAL SUPPORT (CT.CPTPC)

A. REQUIRED CORE SUBJECT AREAS

* CPT 114	Computers & Programming	3.0
* CPT 168	Programming Logic & Design	3.0
* CPT 170	Microcomputer Applications	3.0
* CPT 232	C++ Programming I	3.0
* CPT 233	C++ Programming II	3.0
* CPT 242	Database	3.0
* CPT 257	Operating Systems	3.0
* CPT 264	Systems and Procedures	3.0
* CPT 270	Advanced Microcomputer Applications	3.0
* IST 220	Data Communications	<u>3.0</u>
Total Credit Hours		30.0

*Courses in this program which require a minimum grade of "C"

SUGGESTED PLAN OF STUDY

PC Technical Support Certificate

First Year

Fall

CPT 114

CPT 168

CPT 170

Spring

CPT 232

CPT 257

CPT 270

IST 220

Second Year

Fall

CPT 233

CPT 242

CPT 264

ADVANCED CERTIFICATE: WEB PROGRAMMING (CT.CPTWP)

A. REQUIRED CORE SUBJECT AREAS

* CPT 212	Visual Basic Programming	3.0
* CPT 213	Advanced Visual Basic Programming	3.0
* CPT 236	Introduction to Java	3.0
* CPT 237	Advanced Java Programming	3.0
* CPT 238	Internet Scripting	3.0
* CPT 240	Internet Programming with Databases	3.0
* CPT 246	Introduction to XML	3.0
* IST 226	Internet Programming	3.0
* IST 272	Relational Database	<u>3.0</u>
Total Credit Hours		27.0

*Courses in this program which require a minimum grade of "C."

All certificate programs require minimum reading, writing, and math skills. Based upon placement test scores, students may be required to take additional courses in reading, math, or English which are not listed in the course displays.

BUSINESS, COMPUTER, ARTS & SCIENCES

SUGGESTED PLAN OF STUDY

Web Programming Certificate

Fall	Spring	Summer
CPT 236	CPT 237	CPT 213
IST 226	CPT 212	CPT 238
CPT 246	IST 272	CPT 240

Computing Resources and Facilities at York Technical College

As the recognized leader in applying computer technology in the 16-college South Carolina Technical Education System, York Technical College has developed one of the most technically advanced computing facilities of any college in the State. Each year, selected academic areas upgrade or add computer resources to instructional programs in order to provide a state-of-the-art learning environment. This strategy allows students to learn about computers, and, more importantly, to apply computer technology in their chosen field of study. As a result, York Technical College has a campus-wide network of computers, printers, and graphics devices that can be utilized by students in virtually any course of study. Classes in computer programming, networking, accounting, office systems, business, engineering, health and human services, and general education now use computer facilities on a daily basis.

Area business and industry also take advantage of York Technical College's expertise through contract training and special programs on topics ranging from personal computers to advanced computer networking and data communications.

Resources Available at the York Technical College Computer Center:

- Personal computer labs containing computer equipped with Windows, Microsoft Office Professional, Microsoft Visual Studio, NET, Java, and Ethernet communications.
- An apple computer lab with Microsoft Office and the Adobe Creative Suite.
- All brand and product names are trademarks or registered trademarks of their respective companies.

ASSOCIATE IN ARTS ASSOCIATE IN SCIENCE

The College Transfer program, offered both day and night at York Technical College, provides students with the first two years of college or university work. Students in this program earn the Associate in Arts or the Associate in Science Degree. Students completing the requirements for an associate degree will be prepared to transfer to a senior institution to complete a baccalaureate degree.

York Technical College and the South Carolina Commission on Higher Education work together continually to improve opportunities for transfer of course credits to the public senior colleges and universities in our state. A student can enter York Technical College's Associate in Arts or Associate in Science Degree programs with the knowledge that, by working with a College Transfer advisor in selecting appropriate courses, the student can arrange an individualized program for transfer. Individual articulation agreements are established directly with some local colleges. A student planning to transfer should meet with a College Transfer advisor to plan appropriate course work at York Technical College.

BUSINESS, COMPUTER, ARTS & SCIENCES

MODEL FOR ASSOCIATE IN ARTS DEGREE (AA.ARTS)

A. GENERAL EDUCATION

(38 Semester Hours)

English Composition 6 Semester Hours
*ENG 101, *ENG 102

Mathematics 3 Semester Hours
MAT 110 or MAT 165

Humanities/Fine Arts 9 Semester Hours
3 semester hours to be chosen from
ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209
6 semester hours to be chosen from
HIS 101, HIS 102, HIS 201, HIS 202

Physical or Natural Sciences 8 Semester Hours
To be chosen from BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 101,
CHM 105, CHM 110, CHM 111, CHM 220, CHM 225, PHS 101, PHY 201, PHY 202,
PHY 221, PHY 222

Social Science 6 Semester Hours
To be chosen from
ECO 210, PSY 201, SOC 101, SOC 102

Required Support Courses 6 Semester Hours
Courses to be selected from required core subject area and/or courses listed below.
Course selected may not be used to meet requirements for any other area.
BIO 101, BIO 102, BIO 205, BIO 206, BIO 210, BIO 211, BIO 225, EVT 110, EVT 111,
EVT 201, EVT 206, EVT 254, CHM 101, CHM 105, CHM 110, CHM 111, CHM 220,
CHM 225, CPT 101, MAT 111, MAT 120, MAT 122, MAT 130, MAT 132, MAT 140,
MAT 141, MAT 165, MAT 240, MAT 242, PHS 101, PHY 201, PHY 202, PHY 221,
PHY 222, SCI 150

B. REQUIRED CORE SUBJECT AREAS

(18 Semester Hours)

To be chosen from the courses listed below and NOT used to fulfill general education requirements. *Courses applying in the Required Core Area require a minimum grade of "C."

ART 101, ECO 210, ECO 211, ENG 160, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214, GER 101, GER 102, HIS 101, HIS 102, HIS 104, HIS 201, HIS 202, JOU 101, JOU 201, MUS 105, PHI 101, PHI 110, PSC 201, PSC 215, PSC 220, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205, SPA 101, SPA 102, SPA 201, SPC 205, THE 101

C. OTHER HOURS REQUIRED FOR GRADUATION

(5 Semester Hours)

COL 101 College Orientation

1 Semester Hour

ELECTIVES (minimum of 2 courses) not fewer than 4 semester hours

Courses used to complete this requirement must be chosen from courses which are at or above entry level required by the AA program. Students must demonstrate satisfactory completion of all prerequisites for the courses selected. At least two courses must be represented.

Total Credit Hours 61.0

*Courses in this program which require a minimum grade of "C."

BUSINESS, COMPUTER, ARTS & SCIENCES

SUGGESTED PLAN OF STUDY

Associate in Arts

First Year

Fall

COL 101

ENG 101

MAT 110

1 HISTORY

PSY 201 **or**

SOC 101

BIO 101

Spring

ENG 102

1 HISTORY

BIO 102

1 REQ. CORE COURSE

1 REQ. SUPPORT COURSE

Second Year

Fall

1 LITERATURE

3 REQ. CORE COURSES

1 ELECTIVE

1 REQ. SUPPORT COURSE

1 ELECTIVE

Spring

ECO 210 **or**

SOC 102

2 REQ. CORE COURSES

MODEL FOR ASSOCIATE IN SCIENCE DEGREE (AS.SCIEN)

A. GENERAL EDUCATION

(38 Semester Hours)

English Composition

6 Semester Hours

*ENG 101, *ENG 102

Mathematics

3 Semester Hours

MAT 110 or MAT 165

Humanities/Fine Arts

9 Semester Hours

3 semester hours to be chosen from

ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209

6 semester hours to be chosen from

HIS 101, HIS 102, HIS 201, HIS 202

Physical or Natural Sciences

8 Semester Hours

To be chosen from

BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 101, CHM 105, CHM 110,
CHM 111, CHM 220, CHM 225, PHS 101, PHY 201, PHY 202, PHY 221, PHY 222

Social Science

6 Semester Hours

To be chosen from

ECO 210, PSY 201, SOC 101, SOC 102

Required Support Courses

6 Semester Hours

Courses to be selected from required core subject area and/or courses listed below.

Course selected may not be used to meet requirements for any other area.

ART 101, ECO 210, ECO 211, ENG 160, ENG 201, ENG 202, ENG 205, ENG 206,

ENG 208, ENG 209, ENG 214, GER 101, GER 102, HIS 101, HIS 102, HIS 104, HIS 201,

HIS 202, JOU 101, JOU 201, MUS 105, PHI 101, PHI 110, PSC 201, PSC 215, PSY 201,

BUSINESS, COMPUTER, ARTS & SCIENCES

PSY 203, PSY 212, SOC 101, SOC 102, SOC 205, SPA 101, SPA 102, SPA 201, SPC 205, THE 101

B. REQUIRED CORE SUBJECT AREAS

(18 Semester Hours)

To be chosen from the courses listed below and NOT used to fulfill general education requirements. *Courses applying in the Required Core Area require a minimum grade of "C."

BIO 101, BIO 102, BIO 205, BIO 206, BIO 210, BIO 211, BIO 225, CHM 101, CHM 105, CHM 110, CHM 111, CHM 220, CHM 225, CPT 101, EVT 110, EVT 111, EVT 201, EVT 206, EVT 254, MAT 111, MAT 120, MAT 122, MAT 130, MAT 132, MAT 140, MAT 141, MAT 165, MAT 240, MAT 242, PHS 101, PHY 201, PHY 202, PHY 221, PHY 222, SCI 150

C. OTHER HOURS REQUIRED FOR GRADUATION

(5 Semester Hour)

COL 101 College Orientation

1 Semester Hour

ELECTIVES (minimum of 2 courses) not fewer than 4 semester hours

Courses used to complete this requirement must be chosen from courses which are at or above entry level required by the AS program. Students must demonstrate satisfactory completion of all prerequisites for the courses selected. At least two courses must be represented.

Total Credit Hours 61.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY

Associate in Science

First Year

Fall

COL 101

ENG 101

MAT 110

1 HISTORY

PSY 201 or

SOC 101

BIO 101

Spring

ENG 102

1 HISTORY

BIO 102

1 REQ. CORE COURSE

1 REQ. SUPPORT COURSE

Second Year

Fall

1 LITERATURE

3 REQ. CORE COURSES

1 ELECTIVE

Spring

ECO 210 OR

SOC 102

2 REQ. CORE COURSES

1 REQ. SUPPORT COURSE

1 ELECTIVE

Environmental Electives: To acquire an Associate in Science Degree with environmental electives, a student may select CHM 110, CHM 111, CHM 220, CHM 225, EVT 110, EVT 206, AND EVT 254.

BUSINESS, COMPUTER, ARTS & SCIENCES

CERTIFICATE: ANALYTICAL CHEMISTRY (CT.ASCHM)

A. REQUIRED CORE SUBJECT AREAS		CREDITS
* CHM 110	College Chemistry I	4.0
* CHM 111	College Chemistry II	4.0
* CHM 220	Analytical Chemistry I	5.0
* CHM 225	Modern Chemical Analysis	4.0
* ENG 101	English Composition I	3.0
* MAT 110	College Algebra	<u>3.0</u>
Total Credit Hours		23.0

*Course in this program requiring a minimum grade of "C."

SUGGESTED PLAN OF STUDY

Analytical Chemistry Certificate

Fall	Spring
ENG 101	CHM 111
MAT 110	
CHM 110	

Second Year

Fall	Spring
CHM 220	CHM 225

It is recommended that this certificate be completed with the Associate in Science degree and/or the Environmental Technology Certificate.

CERTIFICATE: CHEMICAL OPERATOR

A. REQUIRED CORE SUBJECT AREAS		CREDITS
* CHM 101	General Chemistry I	4.0
* CHM 105	General, Organic and Biochemistry	4.0
* ENG 155	Communications I	3.0
* EVT 111	Introduction to Water and Wastewater Treatment Laboratory	1.0
* EVT 254	Industrial Safety and Emergency Response	3.0
* IMT 102	General Safety	2.0
* IMT 131	Hydraulics and Pneumatics	4.0
* MAT 155	Contemporary Mathematics	3.0
* PHS 101	Physical Science I	<u>4.0</u>
Total Credit Hours		28.0

*Course in this program requiring a minimum grade of "C."

SUGGESTED PLAN OF STUDY

Fall	Spring
CHM 101	CHM 105
ENG 155	IMT 102
MAT 155	EVT 254

Summer

IMT 131
EVT 111
PHS 101

BUSINESS, COMPUTER, ARTS & SCIENCES

CERTIFICATE: ENVIRONMENTAL SCIENCE (CT.ASEVS)

A. REQUIRED CORE SUBJECT AREAS		CREDITS
* BIO 205/206	Ecology/Ecology. Lab OR	
* BIO 101	Biological Science I	4.0
* ENG 155	Communications I	3.0
* CHM 105	General, Organic, and Biochemistry	4.0
* MAT 101	Intermediate Algebra	3.0
* EVT 201	Environmental Science	3.0
* EVT 206	Introduction to Environmental Compliance	3.0
* +EVT 254	Industrial Safety and Emergency Response	3.0
*++ EVT 110	Introduction to Treatment Facilities	3.0
* EVT 111	Introduction to Water and Wastewater Treatment Laboratory	1.0
* Elective		<u>1.0</u>
Total Credit Hours		28.0

*Courses in this program which require a minimum grade of "C."

+EVT 254 provides 40-hours HAZWOPER Certification.

++EVT 110 is an introduction to the operation of wastewater treatment facilities.

SUGGESTED PLAN OF STUDY

Environmental Science Certificate

Fall	Spring	Summer
EVT 206	BIO 205/206 OR BIO 101	EVT 201
ENG 155	CHM 105	EVT 110
MAT 101	EVT 254	EVT 111
	Elective	

Note: The following Transfer information was required for inclusion by the Commission on Higher Education (CHE). The College assumes no liability for the accuracy of the information provided by the CHE.

COLLEGE TRANSFER: STATE POLICIES AND PROCEDURES

Regulation and Procedures for Transfer in Public Two-Year and Public Four-Year Institutions in South Carolina as Mandated by Act 137 of 1995

Background

Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board for Technical and Comprehensive Education, operating through the Commission on Higher Education, will develop better articulation of associate and baccalaureate degree programs. To comply with this requirement, the Commission upon the advice of the Council of Presidents established a Transfer Articulation Policy Committee composed of four-year institutions' vice presidents for academic affairs and the Associate Director for Instruction of the State Board for Technical and Comprehensive Education. The principal outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995, were:

* An expanded list of 86 courses which will transfer to four-year public institutions of South Carolina from the two-year public institutions;

* A statewide policy document on good practices in transfer to be followed by all public institutions of higher education in the State of

BUSINESS, COMPUTER, ARTS & SCIENCES

South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the Commission;

* Six task forces on statewide transfer agreements, each based in a discipline or broad area of the baccalaureate curriculum.

In 1995 the General Assembly passed Act 137 which stipulated further that the South Carolina Commission on Higher Education "notwithstanding any other provision of law to the contrary, will have the following additional duties and functions with regard to the various public institutions of higher education." These duties and responsibilities include the Commission's responsibility "to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools." This same provision is repeated in the legislation developed from the Report of the Joint Legislative Study Committee, which was formed by the General Assembly and signed by the Governor as Act 359 of 1996.

Act 137 directs the Commission to adopt procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina. Proposed procedures are listed below. Unless otherwise stated, these procedures became effective immediately upon approval by the Commission and were to be fully implemented, unless otherwise stated, by September 1, 1997.

Statewide Articulation of 86 Courses

1. The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions (See Appendix A) will be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have synonymous courses to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list.

Admissions Criteria, Course Grades, GPAs, Validations

2. All four-year public institutions will issue annually in August a transfer guide covering at least the following items:

A. The definition of a transfer student and requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.

B. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.

C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.

BUSINESS, COMPUTER, ARTS & SCIENCES

D. Institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or just coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.

E. Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalences (including "free elective" category) found at the home institution for the courses accepted.

F. Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.

G. Lists of the institution's Transfer Officer(s) personnel together with telephone and FAX numbers, office address, and e-mail address.

H. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.

I. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

3. Coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any G.P.A. requirements or other admissions requirements of the institution or program to which application has been made.

A. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.

B. Any multi-campus institution or system will certify by letter to the Commission that all coursework at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.

BUSINESS, COMPUTER, ARTS & SCIENCES

4. Any coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

Transfer Blocks, Statewide Agreement, Completion of the AA/AS Degree

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:

* Arts, Humanities, and Social Sciences: Established curriculum block of 46-48 semester hours

* Business Administration: Established curriculum block of 46-51 semester hours

* Engineering: Established curriculum block of 33 semester hours

* Science and Mathematics: Established curriculum block of 51-53 semester hours

* Teacher Education: Established curriculum block of 38-39 semester hours for Early Childhood, Elementary, and Special Education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of coursework.

* Nursing: By statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the program is accredited by the National League of Nursing and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse

(For complete texts and information about these statewide transfer blocks/agreements, see Appendix B.)

6. Any "unique" academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #4 above must either create its own transfer block of 35 or more credit hours with the approval of CHE staff or will

BUSINESS, COMPUTER, ARTS & SCIENCES

adopt either the Arts/Social Science/Humanities or the Science/Mathematics block. The institution at which such program is located will inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision.

7. Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains within it the total coursework found in either the Arts/Social Sciences/Humanities Transfer Block or the Math/Science Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. (Note: As agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits.)

For additional information regarding Transfer Blocks, contact the Associate Dean for Academic Affairs, College Transfer, Articulations and Special Projects, , or access the Commission for Higher Education website at www.che.sc.gov/academicaffairs/transfer/transfer.htm, or call (803) 981-7143 or fax us at (803) 327-8059, or contact us by mail at York Technical College 452 South Anderson Road, Rock Hill, SC 29730

Related Reports and Statewide Documents

8. All applicable recommendations found in the Commission's report to the General Assembly on the School-to-Work Act (approved by the Commission and transmitted to the General Assembly on July 6, 1995) are hereby incorporated into the procedures for transfer of coursework among two- and four-year institutions.

9. The policy paper entitled *State Policy on Transfer and Articulation*, as amended to reflect changes in the numbers of transfer blocks and other Commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred. (Contact the Division of Academic Affairs for copies of this report.)

Assurance of Quality

10. All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated and appropriate measures will be taken to reassure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike. This process of formal review will occur every four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.

Statewide Publication and Distribution of Information on Transfer

11. The staff of the Commission on Higher Education will print and distribute copies of these Procedures upon their acceptance by the Commission. The staff will also place this document and the Appendices on the Commission's Home Page on the Internet under the title "Transfer Policies."

12. By September 1 of each year, all public four-year institutions will place the following materials on their internet websites:

- A. A copy of this entire document.
- B. A copy of the institution's transfer guide.

13. By September 1 of each year, the State Board for Technical and Comprehensive Education will place the following materials on its internet website:

- A. A copy of this entire document.
- B. Provide to the Commission staff in format suitable for placing on the Commission's website a list of all articulation agreements that each of the sixteen technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.

14. Each two-year and four-year public institutional catalog will contain a section entitled "Transfer: State Policies and Procedures." Such section at a minimum will:

- A. Publish these procedures in their entirety (except Appendices)
- B. Designate a chief Transfer Officer at the institution who will:
 - provide information and other appropriate support for students considering transfer and recent transfers
 - serve as a clearinghouse for information on issues of transfer in the State of South Carolina
 - provide definitive institutional rulings on transfer questions for the institution's students under these procedures
 - work closely with feeder institutions to assure ease in transfer for their students
- C. Designate other programmatic Transfer Officer(s) as the size of the institution and the variety of its programs might warrant
- D. Refer interested parties to the institutional Transfer Guide
- E. Refer interested parties to institutional and Commission on Higher Education's websites for further information regarding transfer.

BUSINESS, COMPUTER, ARTS & SCIENCES

15. In recognition of its widespread acceptance and use throughout the United States, SPEEDE/EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.

16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity.

(As an electronic counseling guide, this computerized, on-line instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the Database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer courses accordingly, especially when the student knows the institution and the major to which he/she is transferring.)

DEVELOPMENT OF COMMON COURSE SYSTEM

17. Adopt a common statewide course numbering system for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions.

18. Adopt common course titles and descriptions for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions. The Commission will convene statewide disciplinary groups to engage in formal dialogue for these purposes.

(A common course numbering system and common course titles and descriptions for lower-division coursework at all public institutions in the state can help reduce confusion among students about the equivalency of their two-year coursework with lower-division coursework at the four-year level. To this end, a common system leaves no doubt about the comparability of content, credit, and purpose among the lower-division courses at all public colleges and universities in South Carolina. It would also help eliminate institutional disagreement over the transferability of much lower-division coursework, thus clearing a path for easier movement between the technical colleges and senior institutions.)

York Technical College's Transfer Officer is the Associate Dean for Academic Affairs – College Transfer, Articulation, and Special Projects. For more information regarding the College's Transfer Guide, contact the Academic Records Office, or access the College's Homepage at www.yorktech.com., or telephone us at (803) 981-7143, or fax us at (803) 327-8059. Additional information regarding transfer in South Carolina may be found at the SC Commission for Higher Education home page at www.che.sc.gov/academicaffairs/transfer/transfer.htm

GENERAL STUDIES CERTIFICATE

Many students entering college for the first time are often uncertain as to their college major or academic pursuit. The General Studies Certificate may be a choice for these students. This certificate prepares students for entry-level occupations in fields related to the career electives chosen. Completion of these courses may be applied to long-term academic goals. Higher-level general education courses can be substituted for some of the entry-level courses that have been included in the model.

BUSINESS, COMPUTER, ARTS & SCIENCES

CERTIFICATE: GENERAL STUDIES (CT.GNSTU)

A. REQUIRED CORE SUBJECT AREAS			CREDITS
COL	101	College Orientation	1.0
CPT	170	Microcomputer Applications	3.0
* ENG	101	English Composition I OR	
* ENG	155	Communications I	3.0
MAT	101	Beginning Algebra OR	
MAT	155	Contemporary Mathematics	3.0
PSY	105	Personal/Interpersonal Psychology	<u>3.0</u>
		Subtotal	13.0
B. OTHER HOURS REQUIRED FOR GRADUATION			
		+Career Elective	<u>3.0</u>
		Total Credit Hours	16.0

*Courses in the program which require a minimum grade of "C."

+SUGGESTED CAREER ELECTIVES INCLUDE:

AHS 102, ACC 101, BUS 121, BUS 145, CPT 101, MGT 101, MGT 110, MGT 120, MGT 201, MKT 101, MKT 265, OST 105, OST 110, OST 165

SUGGESTED PLAN OF STUDY

General Studies Certificate

Fall

COL 101
ENG 101 **OR**
ENG 155
MAT 101 **OR**
MAT 155
PSY 105
CPT 170
CAREER ELECTIVE

UNIVERSITY STUDIES CERTIFICATE (CT.UNSTU)

The University Studies Certificate provides an educational foundation of general education courses transferable to many four-year colleges and universities. The certificate is designed for students whose intent is to transfer to a senior institution in a variety of technical or academic disciplines.

CERTIFICATE: UNIVERSITY STUDIES (CT.UNSTU)

A. REQUIRED CORE SUBJECT AREAS			CREDITS
* ENG	101	English Composition I	3.0
* ENG	102	English Composition II	3.0
* CPT	101	Introduction to Computers	3.0
*Choose at least 3.0 credits from Mathematics:			
MAT	110/MAT 120/ MAT 130/MAT 140		3.0

BUSINESS, COMPUTER, ARTS & SCIENCES

*Choose at least 6.0 credits from Humanities/Fine Arts:
HIS 101/HIS 102/HIS 201/HIS 202/PHI 101/PHI 110/
ART 101/MUS 105/THE 101 6.0

*Choose at least 4.0 credits from Sciences:
BIO 101/102/CHM 110/CHM 111/
PHY 201/PHY 202/PHY 221/PHY222 4.0

*Choose at least 3.0 credits from Social Sciences:
ECO 210/ECO 211/PSC 201/PSY 201/SOC 101 3.0

B. OTHER HOURS REQUIRED FOR GRADUATION

*Electives
Choose a minimum of 6.0 credit hours of transferable credit. 6.0
(At least one foreign language is strongly recommended)
Total Credit Hours 31.0

*Courses in the program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY

University Studies Certificate

Fall

ENG 101
CPT 101
Science
Humanities/Fine Arts
Elective

Spring

ENG 102
Mathematics
Humanities/Fine Arts
Social Science
Elective

HEALTH AND HUMAN SERVICES DIVISION

HEALTH AND HUMAN SERVICES

The goal of the Health and Human Services Division is to educate students to provide high-quality services in the Nursing, Allied Health, and Public Service fields. This Division offers credit programs and numerous continuing education programs to help meet the employment demands for health and human service professionals in the community.

Each program consists of a fully integrated curriculum including general education courses as well as technical courses in the major which are taught by qualified professionals in cooperation with local hospitals, health care agencies, child care settings and criminal justice agencies. Courses in the major include classroom and laboratory learning experiences on campus in addition to clinical experiences at affiliating healthcare, child care, and criminal justice settings. For information regarding minimum academic requirements for successful progression in each program and procedures for re-admission, students should contact the program manager.

Credit programs in the Health and Human Services Division have criteria for admission in addition to the general requirements for admission to the College. The admission requirements for each program are outlined on the following pages. Admissions criteria are also available in Student Services. Students should contact an admissions counselor to get information about admission requirements. Applicant qualifications for admission may be individually reviewed when exceptional circumstances exist.

Applicants for all limited enrollment Health and Human Services programs must maintain a minimum grade point average as specified in the qualification requirements for their goal program. For those programs which require proof of high school or GED completion, evidence must be on file before applicants can be placed on the list of qualified students.

Technical standards are published for each program in the Health and Human Services Division to identify the essential non-academic requirements that students must meet in order to successfully complete program competencies. Students in the Health and Human Services Division programs review the technical standards and assess their ability to meet them. Students are encouraged to make known any special needs requiring accommodations that would assist them in meeting the technical standards. Copies of the technical standards for each program are available in Student Services and through the Health and Human Services Division Office.

Admission into York Technical College's Health and Human Services programs does not guarantee acceptance or placement into a clinical rotation at an affiliate health care facility or into an internship program at a criminal justice agency, which is required for graduation. Affiliate clinical sites and criminal justice agencies supporting Health and Human Services programs require that students have background checks and drug screens prior to acceptance or placement in clinical rotations or in criminal justice technology internships. Random and discretionary background checks and drug screens may also be conducted at the request of the clinical site. These checks will be done at the expense of the student. Results of background checks and drug screens will be reviewed with designated personnel at the affiliate clinical site. All findings must be satisfactory to all participating clinical sites. Students not accepted for clinical rotations or criminal justice technology internships will not be able to complete the course or program.

The Health and Human Services Division offers General Technology programs with a specialization in Pre-Health Science which combine the general education/electives/other courses required for Associate Degree Nursing, Dental Hygiene, Medical Laboratory Technology, or Radiologic Technology with a technical specialty to complete an Associate Degree in Applied Science. The technical specialty consists of a minimum of 28

HEALTH AND HUMAN SERVICES

semester credits in a designated degree, diploma, or certificate program and an additional 12 semester credits in the allied health science technical specialty. Students interested in this option should meet with their program advisor in the Health and Human Services Division.

New trends in the delivery of healthcare, child care, and criminal justice technology provide many avenues to explore for a career. Exciting and challenging employment opportunities await the person who is prepared for one of these careers. Let York Technical College assist in preparing you to become a member of one of these dedicated teams which provide vital, caring services to the community.

EARLY CHILDHOOD DEVELOPMENT PROGRAMS

The Early Care and Education Associate Degree provides higher educational training and expertise for child care providers in the field of early childhood development. This degree prepares graduates for employment at the associate degree level in early childhood settings that serve children from birth through age 8 and their families. This degree meets the mandate for Head Start staff and provides a career ladder for individuals who desire to improve their skills. The program is accredited by the National Association for the Education of Young Children. NAEYC, 1313 L St. N.W. Suite 500, Washington DC 20005 Telephone: (202) 232-8777 || (800) 424-2460 || webmaster@naeyc.org



The Early Childhood Development Certificate and Early Childhood Development Diploma Programs are designed to prepare students for entry-level jobs in the area of early childhood development. The certificate courses provide basic knowledge of child growth and development. The diploma courses add the expertise needed to plan and implement various activities for children and to lead a classroom.

The Child Care Management Certificate will prepare or enhance an individual for an administrative position in a child care setting. The program includes studies in areas of administration, management, child development, curriculum, health, safety, nutrition, and family/community relations.

The Infant and Toddler Development Certificate program is designed to help upgrade and enhance the skills of infant and toddler child care professionals and also is open to those with no experience. Professionals working with children birth through 3 years old are provided with training related to experiences in growth and development, curriculum issues, and student teaching. This certificate and the individual courses may be useful to those professionals working or seeking employment with the Early Head Start Program.

The Early Childhood Special Education Advanced Certificate will prepare or enhance a childcare provider, lead/assistant teacher, or an instructional assistant to competently and appropriately interact with special needs children. The curriculum includes the following areas of study that are essential in understanding and meeting the needs of exceptional children: communication systems, facilitation and environmental management, activity therapy, and counseling techniques. Graduates of the certificate, diploma, or degree program are eligible for admission in the advanced certificate program.

Graduates of the Early Childhood Development Programs find employment in child care centers, preschools, Head Start programs, public schools, and private kindergartens. Working as a nanny, serving as a public school teacher assistant, and opening a private or family child care center are also employment options. Positions in a child care setting may include teacher assistants, lead teachers, assistant directors, and directors or owners/operators. Graduates may

HEALTH AND HUMAN SERVICES

also find employment in various agencies, programs and entities that serve children and their families.

Admission to the Early Childhood Development Programs requires qualifying scores on the College's placement test, or SAT or ACT, and a high school diploma or equivalent. Prior to entry, students must submit evidence of a negative TB test, and complete a Department of Social Services letter of non-conviction, criminal background check, and medical forms.

Several courses require both lecture and lab hours at the nationally accredited York Technical College Child Development Center; in some cases labs are off-campus. The programs are designed to provide training for the person already employed in child care as well as to prepare those who plan to enter the field. Laboratory settings require criminal background checks, processed through SC State Law Enforcement Division (SLED), before allowing students to participate in laboratory experiences. Any conviction of the following will make the applicant ineligible for employment in any child care facility and therefore, ineligible to participate in laboratory experiences required in ECD courses: offenses against the person, offenses against morality and decency; contributing to the delinquency of a minor.

People who love children and have patience, compassion, mature judgment, good organizational skills and a sense of humor would enjoy a career in early childhood development.

MAJOR: EARLY CARE AND EDUCATION (AAS.ECED) DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION			CREDITS
* CPT	101	Introduction to Computers OR	3.0
* AOT	105	Keyboarding	3.0
* ENG	101	English Composition I OR	3.0
* ENG	155	Communications I	
MAT	101	Beginning Algebra OR	3.0
MAT	155	Contemporary Math	
* PSY	201	General Psychology OR	3.0
* PSY	105	Personal/Interpersonal Psychology	3.0
* HSS	205	Technology and Society OR	
* HIS	102	Western Civilization II	<u>3.0</u>
		Subtotal	15.0
B. REQUIRED CORE SUBJECT AREAS			
* ECD	101	Introduction to Early Childhood	3.0
* ECD	102	Growth and Development I	3.0
* ECD	105	Guidance and Classroom Management	3.0
* ECD	107	Exceptional Children	3.0
* ECD	135	Health, Safety and Nutrition	3.0
* ECD	203	Growth and Development II	3.0
* ECD	243	Supervised Field Experience I	<u>3.0</u>
		Subtotal	21.0
C. OTHER HOURS REQUIRED FOR GRADUATION			
COL	101	College Orientation	1.0
* ECD	108	Family and Community Relations	3.0
* ECD	109	Administration and Supervision	3.0
* ECD	131	Language Arts	3.0
* ECD	132	Creative Experiences	3.0

HEALTH AND HUMAN SERVICES

* ECD 133	Science and Math Concepts	3.0
* ECD 200	Curriculum Issues in Infant & Toddler Development	3.0
* ECD 201	Principles of Ethics & Leadership in Early Care and Edu.	3.0
* ECD 210	Early Childhood Intervention	3.0
Electives (minimum of 2) not fewer than 4 credits		<u>4.0</u>
Subtotal		29.0
Total Credit Hours		65.0

*Courses in this program which require a minimum grade of "C."

**While some courses may transfer, the program is not a college transfer program and does not lead to teacher licensure or certification.

SUGGESTED PLAN OF STUDY

Early Care and Education Degree

First Year

Fall	Spring	Summer
COL 101	MAT 101 OR	CPT 101 OR
ENG 101 OR	MAT 155	AOT 105
ENG 155	ECD 107	HSS 205 OR
ECD 101	ECD 132	HIS 102
ECD 102	ECD 203	ECD 108
ECD 105		ECD 109

Second Year

Fall	Spring
PSY 201 OR	ECD 131
PSY 105	ECD 135
ECD 133	ECD 243
ECD 200	ELECTIVES
ECD 201	
ECD 210	

It is recommended that students follow the suggested plan of study.

MAJOR: EARLY CHILDHOOD DEVELOPMENT (DAS.ECD)

DIPLOMA: APPLIED SCIENCE

A. GENERAL EDUCATION		CREDITS
* ENG 155	Communications I	3.0
MAT 155	Contemporary Mathematics	3.0
* PSY 105	Personal/Interpersonal Psychology	<u>3.0</u>
Subtotal		9.0
B. REQUIRED CORE SUBJECT AREAS		
* ECD 101	Introduction to Early Childhood	3.0
* ECD 102	Growth and Development I	3.0
* ECD 105	Guidance/Classroom Management	3.0
* ECD 135	Health, Safety, and Nutrition	3.0
* ECD 203	Growth and Development II	<u>3.0</u>
Subtotal		15.0
C. OTHER HOURS REQUIRED FOR GRADUATION		
COL 101	College Orientation	1.0
* ECD 107	Exceptional Children	3.0

HEALTH AND HUMAN SERVICES

* ECD	131	Language Arts	3.0
* ECD	132	Creative Experiences	3.0
* ECD	133	Science and Math Concepts	3.0
* ECD	237	Methods and Materials	3.0
* ECD	243	Supervised Field Experience I	<u>3.0</u>
		Subtotal	19.0
		Total Credit Hours	43.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY

Early Childhood Development Diploma

Fall	Spring	Summer
COL 101	ECD 132	ECD 237
ECD 101	ECD 107	ECD 243
ECD 102	ECD 131	MAT 155
ECD 105	ECD 135	PSY 105
ECD 133	ECD 203	
ENG 155		

It is recommended that students follow the suggested plan of study.

CERTIFICATE: EARLY CHILDHOOD DEVELOPMENT (CT.ECD)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* ECD 101 Introduction to Early Childhood	3.0
* ECD 102 Growth and Development I	3.0
* ECD 105 Guidance/Classroom Management	3.0
* ECD 107 Exceptional Children	3.0
* ECD 131 Language Arts	3.0
* ECD 132 Creative Experiences	3.0
* ECD 133 Science and Math Concepts	3.0
* ECD 135 Health, Safety, and Nutrition	3.0
* ECD 203 Growth and Development II	<u>3.0</u>
	Total Credit Hours
	27.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY

Early Childhood Development Certificate

Fall	Spring
ECD 101	ECD 132
ECD 102	ECD 107
ECD 105	ECD 131
ECD 133	ECD 135
	ECD 203

It is recommended that students follow the suggested plan of study.

All certificate programs require minimum reading, writing and math skills. Some certificates contain courses which require specific prerequisites. Based upon placement test scores, students may be required to take additional courses in reading, math or English which are not listed above and do not count toward credit in the program.

HEALTH AND HUMAN SERVICES

CERTIFICATE: CHILD CARE MANAGEMENT (CT.ECDCM)

A. REQUIRED CORE SUBJECT AREAS			CREDITS
* ECD	102	Growth and Development I	3.0
* ECD	105	Guidance/Classroom Management	3.0
* ECD	108	Family and Community Relations	3.0
* ECD	109	Administration and Supervision	3.0
* ECD	135	Health, Safety, and Nutrition	3.0
* ECD	203	Growth and Development II	3.0
* ECD	237	Methods and Materials	3.0
* MGT	120	Small Business Management	3.0
* MGT	201	Human Resource Management	3.0
* AOT	105	Keyboarding	<u>3.0</u>
Total Credit Hours			30.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY

Child Care Management Certificate

Summer	Fall	Spring
ECD 108	ECD 102	ECD 135
ECD 109	ECD 105	ECD 203
ECD 237	MGT 120	MGT 201
AOT 105		

It is recommended that students follow the suggested plan of study.

All certificate programs require minimum reading, writing and math skills. Some certificates contain courses which require specific prerequisites. Based upon placement test scores, students may be required to take additional courses in reading, math or English which are not listed above and do not count toward credit in the program.

CERTIFICATE: INFANT & TODDLER DEVELOPMENT (CT.ECDIT)

A. MAJOR COURSES

* ECD	101	Introduction to Early Childhood	3.0
* ECD	102	Growth and Development I	3.0
* ECD	200	Curriculum Issues in Infant and Toddler Dev.	3.0
* ECD	205	Socialization and Group Care of Infants and Toddlers	3.0
* ECD	207	Infants and Toddlers with Special Needs	3.0
* ECD	251	Supervised Field Experiences in Infant/Toddler Enviro.	<u>3.0</u>
Total Credit Hours			18.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY

Infant and Toddler Development Certificate

Fall	Spring
ECD 101	ECD 200
ECD 102	ECD 207
ECD 205	ECD 251

It is recommended that students follow the suggested plan of study.

HEALTH AND HUMAN SERVICES

All certificate programs require minimum reading, writing and math skills. Some certificates contain courses which require specific prerequisites. Based upon placement test scores, students may be required to take additional courses in reading, math or English which are not listed above and do not count toward credit in the program.

ADVANCED CERTIFICATE: EARLY CHILDHOOD SPECIAL EDUCATION (CT.ECDSE)

A. MAJOR COURSES			CREDITS
* ECD	210	Early Intervention	3.0
* ECD	253	Communication Systems ECSE	3.0
* ECD	254	Facilitation/Environment Management	3.0
* ECD	255	Activity Therapy for ECSE	3.0
* ECD	256	Counseling Techniques ECSE	3.0
* ECD	257	Supervised Field Experiences	<u>3.0</u>
Total Credit Hours			18.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY

Advanced Certificate: Early Childhood Special Education

Spring	Summer	Fall
ECD 253	ECD 254	ECD 256
ECD 210	ECD 255	ECD 257

The Advanced Certificate program targets graduates of ECD certificate, diploma, or AAS degree programs. The curriculum includes areas of study that are essential in understanding and meeting the needs of exceptional children.

It is recommended that students follow the suggested plan of study.

All certificate programs require minimum reading, writing and math skills. Some certificates contain courses which require specific prerequisites. Based upon placement test scores, students may be required to take additional courses in reading, math or English which are not listed above and do not count toward credit in the program.

CRIMINAL JUSTICE TECHNOLOGY PROGRAMS

The Associate Degree in Criminal Justice Technology at York Technical College is designed as a 65 credit hour program including 43 hours of Criminal Justice Technology coursework. This program is occupational in intent and designed to specifically prepare graduates for direct entry-level employment in law enforcement agencies, courts, corrections, detention centers, private investigation, and corporate/industrial security.

The certificate in law enforcement is designed to prepare individuals to enter into the field of law enforcement or enhance the skills and knowledge base of individuals currently employed in the field of law enforcement. The curriculum includes the following areas of study: law enforcement, courts, corrections, and crime scene skills.

The field of criminal justice is a broad one in which graduates may find a variety of options for employment. Students earning an Associate in Applied Science Degree, major in Criminal Justice Technology, may seek employment opportunities in law enforcement agencies, corrections, detention centers, private investigation, corporate and industrial security, rehabilitation, and juvenile justice agencies. The program's objective is to prepare students,

HEALTH AND HUMAN SERVICES

those currently serving in a profession related to the criminal justice field as well as those interested in pursuing a related career, with the necessary knowledge, skills, and abilities essential for success in the field.

Certain courses may contain practicum experiences in which students will be visiting various law enforcement agencies in the area. Some of the agencies may require criminal background checks, drug screening, and finger printing before students are allowed to participate in practicum experience.

Personal characteristics such as honesty, sound judgment, integrity, and a sense of responsibility are especially important in law enforcement. Employees of law enforcement agencies may be subject to criminal background investigations in addition to lie detector examinations and drug screenings. Agencies may also stipulate physical fitness and driving license requirements.

Admissions Criteria

Admission to the Criminal Justice Technology Programs requires qualifying scores on the College's placement test, or SAT or ACT, and a high school diploma or equivalent.

MAJOR: CRIMINAL JUSTICE TECHNOLOGY (AAS.CRJ) DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION			CREDITS
CPT	170	Microcomputer Applications	3.0
ENG	101	English Composition I	
OR			
ENG	155	Communications I	3.0
MAT	101	Beginning Algebra	
OR			
MAT	155	Contemporary Mathematics	3.0
PSC	215	State and Local Government	3.0
PSY	201	General Psychology	
OR			
SOC	101	Introduction to Sociology	3.0
SPA	101	Elementary Spanish I	4.0
HSS	205	Technology and Society	
OR			
HIS	202	American History: 1877 to Present	<u>3.0</u>
Subtotal			22.0
B. REQUIRED CORE SUBJECT AREAS			
*CRJ	101	Introduction to Criminal Justice	3.0
*CRJ	115	Criminal Law I	3.0
*CRJ	125	Criminology	3.0
*CRJ	236	Criminal Evidence	3.0
*CRJ	242	Correctional Systems	<u>3.0</u>
Subtotal			15.0
*Courses in the program which require a minimum grade of "C."			
C. OTHER REQUIRED COURSES FOR GRADUATION			
COL	101	College Orientation	1.0

HEALTH AND HUMAN SERVICES

*CRJ	110	Police Patrol	3.0
*CRJ	145	Juvenile Delinquency	3.0
*CRJ	218	Crisis Intervention	3.0
*CRJ	222	Ethics in Criminal Justice	3.0
*CRJ	224	Police Community Relations	3.0
*CRJ	250	Criminal Justice Internship I	
OR			
*CRJ	260	Seminar in Criminal Justice	3.0
*SCI	150	Forensic Science	4.0
SPC	205	Public Speaking	3.0
*Approved Electives-2 courses required for 6.0 credit hours			6.0
CRJ 130/Police Administration			
CRJ 230/Criminal Investigation			
CRJ 237/Defensive Tactics			
CRJ 246/Special Problems in Criminal Justice			
Subtotal			<u>32.0</u>
Total Hours			69.0

*Courses in the program that require a minimum grade of “C”.

SUGGESTED PLAN OF STUDY

Criminal Justice Technology Degree

Fall Semester	Spring	Summer
COL 101	CRJ 110	CRJ 125
CPT 170	CRJ 218	PSC 215
CRJ 101	CRJ 224	SPC 205
CRJ 115	MAT 101	Elective (CRJ 230 OR CRJ 246)
CRJ 222	OR	
ENG 101	MAT 155	
OR	HSS 205	
ENG 155	OR	
	HIS 202	

Fall Semester	Spring Semester
CRJ 145	CRJ 242
CRJ 236	CRJ 250 or CRJ 260
PSY 201	SCI 150
OR	SPA 101
SOC 101	
Elective (CRJ 130 OR CRJ 237)	

LAW ENFORCEMENT CERTIFICATE

The certificate in law enforcement is designed to prepare individuals to enter into the field of law enforcement or enhance the skills and knowledge base of individuals currently employed in the field of law enforcement. The curriculum includes the following areas of study: law enforcement, courts, corrections, and crime scene skills.

Admission to the law enforcement certificate program requires a high school diploma or equivalent and qualifying scores on the College’s placement test, or SAT or ACT.

Certain courses may contain practicum experiences in which students will be visiting various law enforcement agencies in the area. Some of the agencies may require criminal background

HEALTH AND HUMAN SERVICES

checks, drug screening, and finger printing before students are allowed to participate in practicum experiences.

Personal characteristics such as honesty, sound judgment, integrity, and a sense of responsibility are especially important in law enforcement. Employees of law enforcement agencies may be subject to criminal background investigations in addition to lie detector examinations and drug screenings. Agencies may also stipulate physical fitness and driving license requirements.

Graduates may seek employment in law enforcement agencies, corrections, detention centers, private investigation, and corporate/industrial security. During the next several years, employment opportunities in law enforcement are expected to grow faster than the average for all occupations.

CERTIFICATE: LAW ENFORCEMENT (CT.CRJLE)

A. REQUIRED CORE SUBJECT AREAS			CREDITS
* CRJ	101	Introduction to Criminal Justice	3.0
* CRJ	110	Police Patrol	3.0
* CRJ	115	Criminal Law I	3.0
* CRJ	140	Criminal Justice Report Writing	3.0
* CRJ	218	Crisis Intervention	3.0
* CRJ	222	Ethics in Criminal Justice	3.0
* CRJ	224	Police Community Relations	3.0
* SCI	150	Forensic Science	4.0
Total Credit Hours			25.0

*Courses in the program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY

Law Enforcement Certificate

Fall	Spring
CRJ 101	CRJ 110
CRJ 115	SCI 150
CRJ 140	CRJ 218
CRJ 222	CRJ 224

HUMAN SERVICES CERTIFICATE

The Human Services Certificate is designed for individuals who like to work with people and who have a strong desire to become employed in a helping profession. *Human Services Assistants* help social workers, health care workers, and other professionals to provide various services to people. The curriculum includes the following areas of study: human services, personal and professional development, interviewing techniques, and a supervised internship. Students can also select from one of the following areas of concentration: criminal justice, early care and education, gerontology, and substance abuse.

Admission to the Human Services Certificate program requires a high school diploma or equivalent and qualifying scores on the College's placement test, or SAT or ACT.

HEALTH AND HUMAN SERVICES

It is becoming more common for employers of human services assistants to require a criminal background check, and in some settings, workers may be required to have a valid driver's license. Some employers may require criminal background checks, drug screening, and finger printing before students are allowed to participate in supervised internship experiences.

Personal characteristics such as a strong desire to help others, effective communication skills, ability to be patient and understanding with individuals with a variety of challenges, and respect for maintaining confidentiality are especially important in the human services industry.

Graduates may seek employment in State and local governments (Department of Social Services, various law enforcement agencies, etc.), treatment facilities, nursing care/adult day care facilities, facilities for mentally disabled and developmentally challenged individuals, and in school districts. Positions in a human services setting may include intake interviewer, alcohol/drug abuse intake counselor, social services assistant or gerontology aide.

Employment is expected to grow much faster than the average through the year 2014 as a result of rapid growth in the demand for social and human services.

CERTIFICATE: HUMAN SERVICES (CT.HUS)

A. GENERAL EDUCATION		CREDITS
*ENG 101	English Composition I	3.0
*PSY 201	General Psychology	3.0
*SOC 101	Introduction to Sociology	3.0
B. REQUIRED CORE SUBJECT AREAS		
*HUS 101	Introduction to Human Services	3.0
*HUS 102	Personal and Professional Development in Helping Professions	3.0
*HUS 150	Supervised Field Placement I	3.0
*HUS 230	Interviewing Techniques	3.0
Electives:	Choose one concentration	
<u>Criminal Justice Technology</u>		
*CRJ 101	Introduction to Criminal Justice	3.0
*CRJ 218	Crisis Intervention	3.0
<u>Early Care and Education</u>		
*ECD 101	Introduction to Early Childhood Education	3.0
*ECD 237	Methods and Materials	3.0
<u>Gerontology</u>		
*HUS 205	Gerontology	3.0
*HUS 214	Health, Wellness & Nutrition for Special Populations	3.0

HEALTH AND HUMAN SERVICES

Substance Abuse

*HUS 208	Alcohol & Drug Abuse	3.0
*HUS 217	Addictions Counseling	<u>3.0</u>
	TOTAL CREDIT HOURS	27.00

*Courses in the program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY

Human Services Certificate

Fall Semester	Spring Semester
ENG 101	HUS 150
HUS 101	HUS 230
HUS 102	SOC 101
PSY 201	
	Elective
Elective	Choose One:
Choose One:	CRJ 218
CRJ 101	ECD 237
ECD 101	HUS 214
HUS 205	HUS 217
HUS 208	

EXPANDED DUTY DENTAL ASSISTING

The Expanded Duty Dental Assisting Program prepares the student to become an essential member of the dental team. The student learns current infection control practices, concepts of four-handed dentistry, radiography techniques and techniques for providing preventive oral hygiene services.

The Expanded Duty Dental Assisting Program is accredited by the Commission on Dental Accreditation [*and has been granted the accreditation status of "approval without reporting requirements."*] The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, Illinois 60611.

Upon completion of the program, graduates are eligible for certification through the Dental Assisting National Board Examination. After successful completion of all three components of this examination, the graduates are entitled to use the abbreviation C.D.A. (Certified Dental Assistant) after their name.

Graduates may seek employment in private practices, military installations, hospitals, nursing homes, dental school clinics, and public health facilities. The current demand for trained dental assistants in four-handed dentistry exceeds the supply.

Admission to the Expanded Duty Dental Assisting Program requires a high school diploma or equivalent and qualifying scores on the College's placement test.

AND ONE OF THE FOLLOWING:

Compass		Asset	
Pre-Algebra	54	Numerical	43 and Algebra 31
Reading	81	Reading	42
Writing	70	Writing	41

HEALTH AND HUMAN SERVICES

OR

SAT scores: 480 Critical Reading and 540 Math, or ACT scores 21 English and 23 Math. SAT/ACT scores must be no more than 5 years old at the time a student seeks admission to the Expanded Duty Dental Assisting program.

OR

“C” or better in RDG 100, ENG 100 or higher and MAT 150 or higher

Based on placement scores, students may be required to take additional coursework not listed on the curriculum display and which do not count toward credit in the program.

Prior to entry, students must submit a completed medical examination form, complete a required CPR course and complete a dental office rotation. A non-refundable, nontransferable deposit of \$100 is also required.

The Health and Human Services Division offers a General Technology program with a specialization in Expanded Duty Dental Assisting which combines required general education/electives/other courses with a technical specialty to complete an Associate Degree in Applied Science. The technical specialty consists of a minimum of 28 semester credits in the Expanded Duty Dental Assisting major and an additional 12 semester credits in the allied health science or accounting/office systems technology specialty. Students interested in this option should meet with their program advisor in the Dental Health Professions Department.

MAJOR: EXPANDED DUTY DENTAL ASSISTING (DAS.EDDA)

DIPLOMA: APPLIED SCIENCE

A. GENERAL EDUCATION			CREDITS
ENG	155	Communications I	3.0
MAT	155	Contemporary Mathematics	3.0
PSY	105	Personal/Interpersonal Psychology	<u>3.0</u>
		Subtotal	9.0
B. REQUIRED CORE SUBJECT AREAS			
* DAT	113	Dental Materials	4.0
* DAT	118	Dental Morphology	2.0
* DAT	121	Dental Health Education	2.0
* DAT	122	Dental Office Management	2.0
* DAT	127	Dental Radiography	4.0
* DAT	154	Clinical Procedures I	<u>4.0</u>
		Subtotal	18.0
C. OTHER HOURS REQUIRED FOR GRADUATION			
COL	101	College Orientation	1.0
* DAT	112	Integrated Human Science	4.0
* DAT	115	Ethics & Professionalism	1.0
* DAT	123	Oral Medicine/Oral Biology	3.0
* DAT	164	Clinical Procedures II	4.0
* DAT	177	Office Experience	<u>7.0</u>
		Subtotal	20.0
		Total Credit Hours	47.0

*Courses in this program which require a minimum grade of “C.”

HEALTH AND HUMAN SERVICES

SUGGESTED PLAN OF STUDY

Expanded Duty Dental Assistant Diploma

Fall	Spring	Summer
COL 101	PSY 105	DAT 122
DAT 112	ENG 155	DAT 177
DAT 115	MAT 155	
DAT 113	DAT 164	
DAT 154	DAT 123	
DAT 118	DAT 127	
DAT 121		

All DAT courses must be taken in sequence as outlined in the curriculum display.

DENTAL HYGIENE PROGRAM

A dental hygienist is a licensed oral health professional who provides educational, clinical, and therapeutic services supporting total health through the promotion of optimal oral health. The hygienist is a member of the dental team who is responsible for providing treatment that helps prevent oral diseases such as dental caries and periodontal disease.

The Dental Hygiene Program is accredited by the Commission on Dental Accreditation [*and has been granted the accreditation status of "approval without reporting requirements."*] The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, Illinois 60611. Upon completion of the program and successful completion of a written Dental Hygiene National Board Examination and a clinical Regional Board Examination, a graduate is eligible for licensure as a Registered Dental Hygienist and for certification in Infiltration Anesthesia. The licensed dental hygienist practices in accordance with the requirements of individual state dental practice acts.

A licensed hygienist may seek employment in private and public dental facilities. Other avenues for employment include: federal, state, and local health departments, hospitals, military facilities, nursing homes, dental school clinics, dental auxiliary educational programs, and innovative insurance companies.

ADMISSIONS CRITERIA

1. Applicants for admission to the Dental Hygiene Program must be a high school graduate or equivalent and must meet the qualification requirements through one of the methods below. Prior to entry, students must submit a completed medical examination form and complete a required dental office rotation. A *non-refundable, nontransferable* deposit of \$100 is also required.

AND EITHER OF THE FOLLOWING:

2. SAT scores: 480 Critical Reading and 540 Math, or ACT scores 21 English and 23 Math. SAT/ACT scores must be no more than 5 years old at the time a student seeks admission to the Dental Hygiene program.

HEALTH AND HUMAN SERVICES

PLUS

Completion of one course of high school college-preparatory general chemistry with a minimum grade of “C,” or completion of one college chemistry course with a minimum grade of “C” prior to acceptance into the hygiene program.

OR ALTERNATIVE METHOD

Completion of one course of high school college-preparatory general chemistry with a minimum grade of “C,” or completion of one college chemistry course with a minimum grade of “C” prior to acceptance into the dental hygiene program.

PLUS

Completion of all required non-dental hygiene general education courses including electives with a GPR of 2.50 or above.

AHS 108	Nutrition	HSS 205	Technology & Society
BIO 210	Anatomy & Physiology I	PSY 201	General Psychology
BIO 211	Anatomy and Physiology II	MAT 155	Contemporary Math
CHM 105	General, Organic & Biochemistry	SPC 205	Public Speaking
COL 101	College Orientation	SOC 101	Intro to Sociology
ENG 101	English Composition I	BIO 134	Intro to Microbiology

The general education and science courses listed above will also apply as credit toward the Associate in Applied Science Degree with a major in General Technology and specialization in Pre-Health Science. Students whose Reading score is below 88 on the COMPASS placement test or below 46 on the ASSET placement test must successfully complete all required reading coursework in addition to the courses listed above.

MAJOR: DENTAL HYGIENE (AAS.DHG)

DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION

CREDITS

* ENG 101	English Composition I	3.0
HSS 205	Technology & Society	3.0
MAT 155	Contemporary Mathematics	3.0
PSY 201	General Psychology	3.0
SPC 205	Public Speaking	<u>3.0</u>
	Subtotal	15.0

B. REQUIRED CORE SUBJECT AREAS

**AHS 113	Head & Neck Anatomy	1.0
* BIO 134	Fundamentals of Microbiology Concepts	2.0
* DHG 121	Dental Radiography	3.0
* DHG 125	Tooth Morphology & Histology	2.0
* DHG 140	General & Oral Pathology	2.0
* DHG 141	Periodontology	2.0
* DHG 143	Dental Pharmacology	2.0
* DHG 165	Clinical Dental Hygiene I	5.0
* DHG 175	Clinical Dental Hygiene II	5.0
* DHG 230	Public Health Dentistry	3.0
* DHG 239	Dental Assisting for DHGs	2.0
* DHG 255	Clinical Dental Hygiene III	5.0

HEALTH AND HUMAN SERVICES

* DHG	272	Dental Hygiene Externship	<u>2.0</u>
		Subtotal	36.0

C. OTHER HOURS REQUIRED FOR GRADUATION

* AHS	108	Nutrition	3.0
* BIO	210	Anatomy & Physiology I	4.0
* BIO	211	Anatomy & Physiology II	4.0
* CHM	105	General, Organic & Biochemistry	4.0
COL	101	College Orientation	1.0
* DHG	115	Medical and Dental Emergencies	2.0
* DHG	154	Pre-clinical Hygiene	4.0
* DHG	265	Clinical Hygiene IV	5.0
SOC	101	Introduction to Sociology	3.0
ELECTIVE			<u>3.0</u>
		Subtotal	33.0
		Total Credit Hours	84.0

*Courses in this program which require a minimum grade of "C."

**May only be taken with co-requisite DHG courses.

SUGGESTED PLAN OF STUDY

Dental Hygiene Degree

First Year

Fall	Spring	Summer
BIO 210	AHS 113	AHS 108
CHM 105	BIO 211	BIO 134
COL 101	DHG 121	DHG 140
DHG 125	DHG 165	DHG 141
DHG 154	DHG 239	DHG 175
ENG 101	SPC 205	
DHG 115		

Second Year

Fall	Spring
DHG 143	DHG 265
DHG 230	DHG 272
DHG 255	HSS 205
MAT 155	PSY 201
SOC 101	ELECTIVE

Students must schedule all courses to meet the requirements for Dental Hygiene in a course sequence pattern as outlined in the curriculum display above.

HEALTH SCIENCE CERTIFICATE PROGRAM

The Health Science Certificate Program is offered for students interested in exploring career options in healthcare fields. Courses provide basic skills for students to enter selected health-related occupations and pursue additional programs of study in health careers. Admission to the Health Science Certificate Program does not guarantee admission to other Health and Human Services Division programs. Admission to the Health Science Certificate Program requires qualifying scores on the College's placement test.

HEALTH AND HUMAN SERVICES

CERTIFICATE: HEALTH SCIENCE (CT.HS)

A. REQUIRED CORE SUBJECT AREAS				CREDITS
* AHS	101	Introduction to Health Professions		2.0
*^AHS	102	Medical Terminology		3.0
* AHS	120	Responding to Emergencies		2.0
* BIO	112	Basic Anatomy and Physiology		4.0
		+(substitute—BIO 210/211)		
COL	101	College Orientation		1.0
CPT	170	Microcomputer Applications		3.0
* ENG	101	English Composition I		3.0
HSS	205	Technology and Society		3.0
* MAT	155	Contemporary Mathematics		3.0
		@(substitute—MAT 110)		
PSY	105	Personal/Interpersonal Psychology		3.0
		+(substitute—PSY 201)		
SPC	205	Public Speaking		<u>3.0</u>
Total Credit Hours				30.0

* Courses in this program which require a minimum grade of “C.”

+ Courses recommended for students preparing to enter the Dental Hygiene, Associate Degree Nursing and Radiologic Technology Programs.

@ Course recommended for students preparing to enter the Associate Degree Nursing Program

^ Course requiring requisite(s)

SUGGESTED PLAN OF STUDY

Health Science Certificate

Fall

AHS 101
AHS 102
BIO 112
COL 101
ENG 101
MAT 155

Spring

AHS 120
CPT 170
HSS 205
PSY 105
SPC 205

It is recommended that students follow the suggested plan of study.

All certificate programs require minimum reading, writing and math skills. Some certificates contain courses which require specific prerequisites. Based upon placement test scores, students may be required to take additional courses in reading, math or English which are not listed above and do not count toward credit in the program.

MEDICAL LABORATORY TECHNOLOGY PROGRAM

This program prepares the student to function efficiently and safely in the clinical laboratory setting. It consists of general education courses, specific MLT courses, and clinical rotations in a hospital/clinical laboratory. This diverse learning experience is designed to teach the MLT students technical and theoretical aspects of the clinical laboratory in the health care setting. Upon completion of the program, the graduate receives an Associate in Applied Science and is eligible to take The American Society for Clinical Pathology Board of Certification exam.

HEALTH AND HUMAN SERVICES

Admission to the Medical Laboratory Technology Program requires the student to be a high school graduate or equivalent, have a qualifying SAT score of 480 Critical Reading and 540 Math, or ACT scores 21 English and 23 Math. SAT/ACT scores must be no more than 5 years old at the time a student seeks admission to the Medical Laboratory Technology Program. The student may also have a qualifying score on COMPASS (88 Reading 70 Writing 54 Pre-Algebra) or score or a 2.5 GPA in the general education courses and elective. The general education courses and elective will also apply as credit toward the Associate Degree in Applied Science with a major in General Technology and specialization in Pre-Health Science. Students whose Reading score is below 88 on the COMPASS placement test or below 46 on the ASSET placement test must successfully complete all required reading coursework in addition to general education courses, electives and COL 101.

Prior to entry, students must submit a medical examination form. Prior courses in biology and chemistry are recommended. A *non-refundable, nontransferable* deposit is also required. The Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 North River Road., Suite 720, Rosemont, Illinois 60618; phone at 773-714-8880 or email at www.naacls.org

Clinical facilities require drug screens and background checks before allowing students to participate in clinical rotation. Students participating in clinical may be required to have a drug screen at any time during their rotation. Students accepted to the program must be eligible to attend clinical at all facilities. Students are required to hold current Healthcare Provider CPR certification before entering clinical rotations.

Medical Laboratory Technology graduates find rewarding careers in such work environments as hospital laboratories, doctors' offices, outpatient clinics, minor emergency centers, veterinary offices, and industrial labs.

MAJOR: MEDICAL LABORATORY TECHNOLOGY (AAS.MLT) DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION			CREDITS
* BIO	112	Basic Anatomy & Physiology	4.0
CHM	105	General, Organic and Biochemistry	4.0
ENG	101	English Composition I	3.0
MAT	155	Contemporary Mathematics	3.0
PSY	105	Personal/Interpersonal Psychology	3.0
HSS	205	Technology & Society	<u>3.0</u>
Subtotal			20.0
B. REQUIRED CORE SUBJECT AREAS			
* MLT	105	Medical Microbiology	4.0
* MLT	110	Hematology	4.0
* MLT	120	Immunohematology	4.0
* MLT	125	Clinical Chemistry	<u>4.0</u>
Subtotal			16.0
C. OTHER HOURS REQUIRED FOR GRADUATION			
COL	101	College Orientation	1.0
* MLT	101	Introduction to MLT	2.0
* MLT	108	Urinalysis & Body Fluids	3.0
* MLT	112	Introduction to Parasitology	2.0
* MLT	242	Survey in MLT	5.0

HEALTH AND HUMAN SERVICES

* MLT	243	Advanced Survey in MLT	5.0
* MLT	251	Clinical Experience I	5.0
* MLT	252	Clinical Experience II	5.0
* MLT	253	Clinical Experience III	5.0
* MLT	254	Clinical Experience IV	5.0
ELECTIVE	no fewer than 2 credit hours		<u>2.0</u>
		Subtotal	40.0
		Total Credit Hours	76.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY

Medical Laboratory Technology Degree

First Year

Fall

COL 101
MAT 155
CHM 105
MLT 108
MLT 105
MLT 101

Spring

BIO 112
MLT 110
MLT 125
ENG 101
HSS 205

Summer

MLT 120
MLT 112
PSY 105
ELECTIVE

Second Year

Fall

MLT 251
MLT 252
MLT 242

Spring

MLT 253
MLT 254
MLT 243

All MLT courses must be taken in sequence as outlined in the curriculum display.

MEDICAL ASSISTING CERTIFICATE PROGRAM

The Medical Assistant is a multi-skilled member of the health care team who assists in patient care management by performing delegated administrative and clinical duties in accordance with respective state laws governing such actions and duties.

Administrative duties of the Medical Assistant include scheduling and receiving patients; maintaining medical records; handling telephone calls and office correspondence; filing insurance claims; and maintaining office accounts. Clinical duties include preparing patients for examination; obtaining and recording vital signs; taking medical histories; assisting with examinations and treatments; collecting specimens and performing routine office laboratory procedures; providing patient instruction for diagnostic tests, x-rays, and office procedures; and providing appropriate care in emergency situations.

Admission to the Medical Assisting Certificate Program requires that the student have qualifying scores on the College's placement test or satisfactorily complete the appropriate levels of English, reading, and mathematics. Keyboarding skills are a prerequisite for entry into several of the major courses.

Prior to entry into MED 117, students must submit a medical examination form. Clinical facilities require drug screens and background checks before allowing students to participate in clinical rotation. Students participating in clinical may be subject to drug screening at any time during their rotation. Students are required to hold current Healthcare Provider CPR certification prior to clinical rotation

HEALTH AND HUMAN SERVICES

Upon successful completion of the program, the student is eligible to sit for the Registered Medical Assistant (RMA) certification exam offered by the American Medical Technologists, 10700 West Higgins Rd. Suite 150, Rosemont, IL 60018, phone 847 823 5169 fax 847 823 0458 www.amt1.com

The Medical Certificate Program provides high-quality educational experiences to prepare qualified graduates for entry-level medical assisting positions in physicians' offices, clinics, or other medical settings.

CERTIFICATE: MEDICAL ASSISTING (CT.MA)

A. REQUIRED CORE SUBJECT AREAS			CREDITS
* AHS	102	Medical Terminology	3.0
* BIO	112	Basic Anatomy and Physiology	4.0
* PSY	105	Personal/Interpersonal Psychology	3.0
* AOT	110	Document Formatting	3.0
* AOT	134	Office Communications	3.0
* AOT	252	Medical Systems and Procedures	3.0
* AOT	267	Integrated Information Processing	3.0
* MED	113	Basic Medical Laboratory Techniques	3.0
* MED	114	Medical Assisting Clinical Procedures	4.0
* MED	117	Clinical Practice	5.0
* HIM	130	Billing and Reimbursement	<u>3.0</u>
Total Credit Hours			37.0

*Courses in this program which require a minimum grade of "C."

Suggested Plan of Study Medical Assisting Certificate

Fall Semester	Spring Semester	Summer Semester
AOT 110	MED 113	MED 117
PSY 105	MED 114	AOT 134
AHS 102	HIM 130	AOT 267
BIO 112	AOT 252	

Students should follow the suggested plan of study

All certificate programs require minimum reading, writing and math skills. Some certificates contain courses which require specific prerequisites. Based upon placement test scores, students may be required to take additional courses in reading, math or English which are not listed above and do not count toward credit in the program.

NURSING

The Associate Degree Nursing Program is a cooperative program between York Technical College and the University of South Carolina Lancaster and is approved by the Board of Nursing for South Carolina, Synergy Business Park; Kingstree Dr., Suite 202, Columbia, SC 29210, (803) 896-4550 or fax (803) 896-4525 and accredited by the National League for Nursing Accrediting Commission (NLNAC, 3343 Peachtree Road NE, Suite 500, Atlanta Georgia 30326, 404-975-5000 or (fax) 404-975-5020, or www.nlnac.org). The Associate Degree Nursing Program prepares men and women for the practice of registered nursing to provide direct client care across the life span. The practice of the associate degree nurse is primarily directed toward clients who have health needs and require assistance to maintain or

HEALTH AND HUMAN SERVICES

restore their optimum state of health or support to die with dignity. The associate degree nurse is prepared to address acute and chronic health care needs and common well-defined health care problems in hospitals, long-term care facilities, and certain community health agencies.

The graduate of an associate degree nursing program functions in three basic roles within the health care delivery system: provider of care; manager of care; and member within the discipline of nursing under the supervision of a registered professional nurse. Graduates of the program are eligible to take the Computer Adaptive Testing of the National Council Licensing Examination for Registered Nurses. Graduates who successfully pass the National Council Licensing Examination for Registered Nurses are eligible to apply for licensure to practice as a registered nurse in any of the 50 states or U.S. territories.

There are legal limitations for state licensure in South Carolina for graduates with prior convictions and/or disciplinary action. The policy from the Board of Nursing for South Carolina will be distributed to all students. The policy is also in the *Nursing Student Manual*, which is distributed the first day of class. Clinical facilities require drug screens and/or background checks before allowing students to participate in clinical rotations. Students participating in clinical may be required to have a drug screen at any time during their rotation. Students will be required to attend multiple clinical facilities throughout the curriculum. Students accepted to the program must be eligible to attend assigned clinical facilities.

ADMISSIONS CRITERIA

Applicants for admission to the associate degree nursing program must meet the entrance requirements of the parent institution.* Admission criteria for the ADN program are as follows:

1. Evidence of completion of high school diploma or GED on file at York Technical College;
2. Completion of a Chemistry course with a grade of "C" or better (either college preparatory Chemistry completed in high school, or any college Chemistry);
3. SAT scores: 480 Critical Reading and 540 Math, or ACT scores 21 English and 23 Math. SAT/ACT scores must be no more than 5 years old at the time a student seeks admission to the ADN program.
4. Students must have a minimum ADN program GPA of 2.0 in classes taken at York Technical College that can be applied toward the ADN program. NOTE: Students must achieve a grade of 'C' or better on the 1st or 2nd attempt of BIO 210, BIO 211, and BIO 225 to meet the admission and curriculum requirement for the ADN program. Grades of 'W', 'D', 'F', and 'WF' are considered unsuccessful attempts.
5. If an interested student does not meet the SAT or ACT score requirements listed above, they can instead qualify by completing all of the General Education and Elective courses required for the Nursing Degree with at least a 2.5 program GPA, and documentation of a minimum Reading requirement. Minimum reading requirement can be met through SAT Critical Reading score of 480, ACT English score of 21, COMPASS reading score of 88, or completion of RDG 101 with a 'C' or better. General Education/Elective courses are as follows:

HEALTH AND HUMAN SERVICES

BIO 210	Anatomy & Physiology I	Humanities/Fine Arts Elective
BIO 211	Anatomy and Physiology II	PSY 201 General Psychology
BIO 225	Microbiology	MAT 110 College Algebra
ENG 101	English Composition I	COL 101 College Orientation
ENG 102	English Composition II	General Elective

The general education and science courses listed above will also apply as credit toward the Associate in Applied Science Degree with a major in General Technology and specialization in Pre-Health Science.

All students seeking qualification through the General Education track must have either a COMPASS Reading score of 88, an ASSET Reading score of 46, an SAT Verbal score of 400, an R-SAT Verbal or Critical Reading Score of 480, or an ACT English score of 21, or a grade of "C" or better in Reading 101. Students who do not meet one of these requirements must successfully complete all required reading coursework in addition to the courses listed above.

Students are expected to graduate from the school where the initial nursing course is taken.

To enhance potential for success in the program, the faculty recommends completion of a Certified Nursing Assistant Program and work experience as a CNA.

ADMISSION BY TRANSFER

Transfer credit may be granted for courses taken in another Associate or Baccalaureate Degree Nursing Program to a student meeting the following criteria:

1. The student must meet present admission criteria to the Nursing Program.
2. The student must submit a letter from the previous school attended stating that he/she left in good standing and is eligible for readmission.
3. The student may be required to provide the nursing department chair with a detailed course syllabus showing course and unit objectives. Courses for which transfer credit is given must meet the objectives of the comparable York Technical College/University of South Carolina Lancaster courses.
4. The student must demonstrate competencies in the course to be transferred either by exam, by previous grade and documentation or both.
5. The Nursing Evaluation Committee will review requests for transfer credit and will make a recommendation for official action to the Registrar/Admissions Officer.
6. The York Technical College/University of South Carolina Lancaster Cooperative Nursing Program is considered by the State Board of Nursing for South Carolina to be one nursing program administered jointly by York Technical College and the University of South Carolina Lancaster. Transfers will only be considered from nursing students who are currently in good standing in the nursing program at the college in which they are enrolled.
7. Admission by transfer is on a space available basis.

HEALTH AND HUMAN SERVICES

MAJOR: NURSING (AAS.NUR)

DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION			CREDITS
* ENG	101	English Composition I	3.0
* ENG	102	English Composition II	3.0
* MAT	110	College Algebra	3.0
PSY	201	General Psychology	3.0
		Humanities/Fine Arts Elective	<u>3.0</u>
		Subtotal	15.0
B. REQUIRED CORE SUBJECT AREAS			
* NUR	104	Nursing Care Management	4.0
* NUR	206	Clinical Skills Application	2.0
* NUR	159	Nursing Care Management II	6.0
* NUR	209	Nursing Care Management III	5.0
* NUR	211	Care of the Childbearing Family	<u>4.0</u>
		Subtotal	21.0
C. OTHER HOURS REQUIRED FOR GRADUATION			
* BIO	210	Anatomy and Physiology I	4.0
* BIO	211	Anatomy and Physiology II	4.0
* BIO	225	Microbiology	4.0
COL	101	College Orientation	1.0
* NUR	214	Mental Health Nursing	4.0
* NUR	229	Nursing Care Management IV	6.0
* NUR	106	Pharmacologic Basics	2.0
* NUR	219	Nursing Management Leadership	4.0
		GENERAL ELECTIVE	<u>3.0</u>
		Subtotal	32.0
		Total Credit Hours	68.0

* Courses in this program that require a minimum grade of “C.”

A student must have a “C” in each nursing course to progress in the program. Required science courses that are more than seven years old must be repeated or the student has the option to exempt the courses through testing on the content. Required nursing courses more than three years old must be repeated.

Nursing classes include campus and clinical laboratory hours. Students are required to drive to a variety of clinical agencies to complete the clinical component of the nursing courses. Students are expected to drive to either campus for classes according to the class schedule. Students may be assigned to morning, afternoon, or evening clinical experience anywhere in the tri-county area. Clinical experience may range from four to 12 hours per clinical day.

Students must have a completed health form and criminal background check. Current CPR certification for children, infants, and adults is required. Students must have proof of health insurance. Liability insurance is also required (through York Technical College).

HEALTH AND HUMAN SERVICES

SUGGESTED PLAN OF STUDY

Associate Degree Nursing

First Year

Fall

+BIO 210
COL 101
ENG 101
+NUR 104
+NUR 206
+NUR 106

Spring

+BIO 211
+NUR 159
+NUR 211
PSY 201

Summer

+NUR 209
+ENG 102

PN Exit Option - Students successfully completing the first three semesters are eligible to apply for the NCLEX-PN (National Council Licensure Examination) and for Licensure as a Practical Nurse (PN).

ADN Progression - Students may apply for NCLEX-PN after three semesters and continue on in the program to complete the last two semesters. Students successfully completing all semesters are eligible to apply for NCLEX-RN and for Licensure for Registered Nurse (RN).

Second Year

Fall

+NUR 229
+BIO 225
MAT 110

Spring

+NUR 214
+NUR 219
HUMANITIES/FINE ARTS ELECTIVE
GENERAL ELECTIVE

+Courses in the curriculum that requires a prerequisite or co-requisite. Please check the course description at the back of the catalog.

RETENTION AND PROMOTION POLICY

For retention and promotion in the Nursing Program, the student must, in the judgment of the faculty, satisfy the requirements of health, conduct, and scholastic achievement. In addition to meeting the established criteria of the parent institutions, the student:

1. Upon admission to the nursing program students must complete courses in the sequence as outlined in the York Technical College Plan of Study and in the University of South Carolina Lancaster Program of Study.
2. Must achieve a cumulative 2.0 grade point ratio on all courses which count toward graduation in the program.
3. Must make a grade of “C” or better in theory in each nursing course attempted, and receive a clinical evaluation of “Satisfactory.”
4. A student who receives a “D”, “F”, or “W” in any required nursing course may repeat that course **one time only**. A maximum of one nursing course may be repeated. In order to repeat a nursing course, the student must follow the readmission policy for the Nursing Program found in the current *Nursing Student Manual*. Readmission will depend on space available in the course to be repeated.
5. Students will be eligible for academic forgiveness 5 years after the last nursing course attempted and may apply for readmission to the first nursing course.

HEALTH AND HUMAN SERVICES

LPN /ADN TRANSITION ADVANCE PLACEMENT DEGREE: ASSOCIATE IN APPLIED SCIENCE

A minimum of 15 semester hours of nursing credits will be awarded upon completion of validation if the applicant meets the following criteria;

1. Has a current, active LPN License
2. Meets admission requirements of York Technical College/University of South Carolina-Lancaster
3. Meets admission requirements of the Associate Degree Nursing Program
4. Admission is based on space availability in the program.

Students will be admitted based on *The South Carolina Statewide Articulation Model*:

Direct Transfer Individual Validation

A minimum of 15 semester hours of nursing credit will be awarded without educational mobility testing or validation if the applicant meets the following criteria:

*Graduate from an NLNAC accredited, credit-bearing program

Individual Validation

Individual validation of credit awarded will be determined by the receiving institution, through exemption testing, if applicant is a:

*Graduate from a non-NLNAC accredited program, or

*Graduate from a non-credit bearing program

Requirements:

1. Must have completed health form.
2. Current Healthcare Provider CPR certification.
3. Proof of health insurance.
4. Proof of liability insurance (through York Technical College).
5. Criminal Background check required for clinical rotations.
6. LPNs admitted to the ADN program are required to enroll in NUR 201 Transition Nursing and complete it with a grade of "C" or better. Candidates may take NUR 201 before the first nursing course or simultaneously with the first nursing course taken.
7. LPNs who directly articulate from the PN program into the ADN program at York Technical College and have no interruption in progression towards an Associate Degree will not be required to enroll in NUR 201.

Second Year

Suggested Plan of Study

Summer	Fall	Spring
NUR 201	+NUR 229	+NUR 214
	+BIO 225	+NUR 219
	MAT 110	HUMANITIES/FINE ARTS ELECTIVE
		GENERAL ELECTIVE

+Courses in this curriculum that require a prerequisite or corequisite.

Upon admission to the NUR courses all outstanding program course requirements must be completed in the sequence as outlined in the Suggested Plan of Study.

PRACTICAL NURSING

The Practical Nursing Program is approved by the Board of Nursing for South Carolina, Synergy Business Park; Kingstree Dr., Suite 202, Columbia, SC 29210, (803) 896-4550 or fax

HEALTH AND HUMAN SERVICES

(803) 896-4525 and accredited by the National League for Nursing Accrediting Commission (NLNAC, 3343 Peachtree Road, NE, Suite 500, Atlanta, Georgia 30326, 404-975-5000, (fax) 404-975-5020, www.nlnac.org). The Practical Nursing Program prepares men and women for the practice of nursing to provide direct client care across the lifespan. The practical nurse graduate is prepared to function in the role of provider of care and manager of care for individuals and families with common health problems. This nurse functions dependently under supervision as a health care team member in a variety of health care settings.

Graduates of the program are eligible to take the Computer Adaptive Testing of the National Council Licensing Examination for Practical Nurses. Graduates who successfully pass the National Council Licensing Examination for Practical Nurses are eligible to apply for licensure as a practical nurse in any of the 50 states or U.S. territories.

There are legal limitations for state licensure in South Carolina for graduates with prior convictions and/or disciplinary action. The policy from the Board of Nursing for South Carolina will be distributed to all students. The policy is also in the *Nursing Student Manual*, which is distributed the first day of class.

Clinical facilities require drug screens and/or background checks before allowing students to participate in clinical rotation. Students participating in clinical may be required to have a drug screen at any time during their rotation. Students accepted to the program must be eligible to attend assigned clinical facilities.

ADMISSIONS CRITERIA

1. Applicants for admission to the Practical Nursing Program must meet the entrance requirements of the parent institution
2. Evidence of completion of high school diploma or GED on file at York Technical College;
3. Students must have a minimum Practical Nurse Program GPA of 2.0 in classes taken at York Technical College that can be applied toward the PN program. NOTE: Students must achieve a grade of 'C' or better on the 1st or 2nd attempt of BIO 210 and BIO 211 to meet the admission and curriculum requirement for the PN program. Grades of 'W', 'D', 'F', and 'WF' are considered unsuccessful attempts.
4. ONE OF THE FOLLOWING*:

• COMPASS Scores	
Pre-Algebra	54
Writing	70
Reading	88

• ASSET Scores	
Numerical 43 & Elem. Alg	31
Writing	41
Reading	46

- SAT scores: 480 Critical Reading, 540 Math
- ACT Scores; 21 English, 23 Math
- 'C' or better in RDG 101, ENG 101, and MAT 032

*Students may qualify for admission based on any combination of test scores and equivalent coursework.

HEALTH AND HUMAN SERVICES

ADMISSION BY TRANSFER

1. The student must meet present admission criteria to the Nursing Program.
2. The student must submit a letter from the previous school attended stating that he/she left in good standing and is eligible for readmission.
3. The student may be required provide the nursing department chair with a detailed course syllabus showing course and unit objectives. Courses for which transfer credit is given must meet the objectives of the comparable York Technical College courses.
4. The student must demonstrate competencies in the course to be transferred either by exam, by previous grade and documentation or both.
5. The Nursing Evaluation Committee will review requests for transfer credit and will make a recommendation for official action to the Registrar/Admissions Officer.
6. Transfers will only be considered from nursing students who are currently in good standing in the nursing program at the college in which they are enrolled.
7. Admission by transfer is on a space available basis.

The Health and Human Services Division offers a General Technology program with a specialization in Practical Nursing which combines required general education/electives/other courses with a technical specialty to complete an Associate in Applied Science Degree. The technical specialty consists of a minimum of 28 semester credits in the Practical Nursing major and an additional 12 semester credits in the allied health science technical specialty. Students interested in this option should meet with their program advisor in the Nursing Department.

MAJOR: PRACTICAL NURSING (DAS.NURPN) DIPLOMA: APPLIED SCIENCE

A. GENERAL EDUCATION				CREDITS
* ENG	101	English Composition I		3.0
* ENG	102	English Composition II		3.0
PSY	201	General Psychology		<u>3.0</u>
		Subtotal		9.0
B. REQUIRED CORE SUBJECT AREAS				
* NUR	104	Nursing Care Management		4.0
* NUR	206	Clinical Skills		2.0
* NUR	159	Nursing Care Management II		6.0
* NUR	209	Nursing Care Management III		5.0
* NUR	211	Care of the Childbearing Family		<u>4.0</u>
		Subtotal		21.0
C. OTHER HOURS REQUIRED FOR GRADUATION				
* BIO	210	Anatomy & Physiology I		4.0
* BIO	211	Anatomy & Physiology II		4.0
COL	101	College Orientation		1.0
* NUR	106	Pharmacologic Basics		<u>2.0</u>
		Subtotal		11.0
		Total Credit Hours		41.0

*Courses in this program that require a minimum grade of "C."

HEALTH AND HUMAN SERVICES

Practical nursing classes include campus and clinical laboratory hours. Students are required to drive to a variety of clinical agencies to complete the clinical component of the nursing courses. Students may be assigned to morning, afternoon, or evening clinical experience anywhere in the tri-county area. Clinical experience may range from 4 - 12 hours per clinical day. Required science courses that are more than seven years old must be repeated or the student has the option to test on the content. Required nursing courses more than three years old must be repeated.

Students must have a completed health form and criminal background check. Current Healthcare Provider CPR Certification is required. Student must have proof of health insurance. Liability insurance is also required (through York Technical College).

Students planning to seek admission to the ADN program must meet the entrance criteria for that program.

SUGGESTED PLAN OF STUDY

Health Science Diploma

First Year

Fall

+BIO 210
COL 101
ENG 101
+NUR 104
+NUR 206
+NUR 106

Spring

+BIO 211
+NUR 159
+NUR 211
PSY 201

Summer

+NUR 209
+ENG 102

+Courses in the curriculum that require a prerequisite or co-requisite.

To enhance potential for success in the program, the faculty recommend completion of a Certified Nursing Assistant Program (CNA) and work experience as a CNA.

Students successfully completing the first three semesters are eligible to apply for the NCLEX-PN (National Council Licensure Examination) and for Licensure as a Practical Nurse (PN).

Retention and Promotion Policy

For retention and promotion in the Practical Nursing Program, the student must, in the judgment of the faculty, satisfy the requirements of health, conduct, and scholastic achievement. In addition to meeting the established criteria of the parent institutions, the student:

1. Upon admission to the nursing program students must complete courses in the sequence as outlined in the York Technical College Plan of Study.
2. Must achieve a cumulative 2.0 grade point ratio on all courses, which count toward graduation in the program.
3. Must make a grade of "C" or better in theory in each practical nursing course attempted and receive a clinical evaluation of "Satisfactory."
4. A student who receives a "D", "F", or "W" in any required practical nursing course may repeat that course **one time only**. A maximum of one nursing course may be repeated.

HEALTH AND HUMAN SERVICES

In order to repeat a nursing course, the student must follow the readmission policy for the Practical Nursing Program found in the current *Practical Nursing Student Manual*. Readmission will depend on space available in the course to be repeated.

5. Students will be eligible for academic forgiveness 5 years after the last nursing course attempted and may apply for readmission to the first nursing course.

EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC CERTIFICATE PROGRAM

The Emergency Medical Technician (EMT) Paramedic program prepares students to apply biophysical and psychosocial principles to the care of emergency patients in a out-of-hospital setting. The paramedic possesses the knowledge and skills to function as a facilitator of access to care, as well as an initial treatment provider. An EMT-Paramedic is trained to respond quickly to trauma and medical emergencies and has more advanced training to manage respiratory, cardiac and trauma emergencies. This program prepares students to administer medications orally and intravenously, use manual defibrillators, interpret electrocardiograms, and use monitors and other complex equipment. The EMT-Paramedic is responsible for stabilizing a person's condition from the time they arrive on the scene and during transportation to a health care facility.

Paramedics have fulfilled prescribed requirements by a credentialing agency to perform medical emergency procedures for out-of-hospital medicine in conjunction with medical direction. They can work in a variety of settings including private ambulance and emergency medical services, hospitals, fire/rescue departments and industry. The emerging roles and responsibilities of the paramedic include public education, health promotion, and participation in injury and illness prevention programs.

Clinical facilities require drug screens and/or background checks before allowing students to participate in clinical rotation. Student participating in clinical may be required to have a drug screen at any time during their rotation. Students accepted to the program must be eligible to attend clinical at all facilities.

Graduates successfully completing a South Carolina EMT-Paramedic program must pass the National Registry EMT-Paramedic practical and written examinations prior to receiving an initial South Carolina EMT-Paramedic state certification. The Emergency Medical Technician Paramedic program is approved by the South Carolina Department of Health and Environmental Control (SCDHEC) Division of EMS & Trauma (www.scdhec.net).

ADMISSIONS CRITERIA

1. Applicants for admission to the Paramedic Certificate Program must meet the entrance requirements of York Technical College.
2. Admission to the Paramedic Certificate Program requires the student to be a high school graduate or equivalent.
3. Applicants must be a current SC or NR EMT-Basic or Intermediate and maintain that certification throughout the entire EMT-Paramedic course and National Registry Examination process.

HEALTH AND HUMAN SERVICES

4. Applicants must have qualifying scores on either the COMPASS or ASSET placement test as indicated below. Applicants who have SAT or ACT scores should contact the Admissions Office to determine if placement testing is needed.

<u>Compass Scores</u>		<u>ASSET Scores</u>	
Writing	70	Writing	41
Reading	81	Reading	42
Math	54	Math	43

5. Applicants must be or become members of a SC licensed EMS service & have sponsorship from the service director and the medical control physician associated with that licensed EMS agency.
6. All applicants for the Paramedic program must successfully complete a state-approved Anatomy & Physiology course that is a minimum of 45 hours in length with no required lab prior to beginning the program. Students who wish to complete an A & P course at York Technical College may take the following course:
- BIO 112 Basic Anatomy and Physiology – 4 credit course
Exempting the A & P Course
 - Any candidate who has a passing score in an A&P course, which meets or exceeds the objectives of the National Standard Curriculum, taught at a Technical School, College or University, may exempt this pre-requisite.
 - If the candidate's, A & P course completion is more than three (3) years prior to the start date of the Paramedic course, that candidate must pass the comprehensive final A&P examination as administered by the training agency in order to exempt the A&P portion of the course. Only one (1) testing attempt shall be allowed.
 - Other Program Requirements: Students will be required to have a current BLS certification, completed physical exam, liability insurance, and health insurance before beginning a clinical rotation.
 - Applicant must have a current BLS/ACLS credentials prior to state certification as a paramedic.

CERTIFICATE: EMERGENCY MEDICAL TECHNICIAN –PARAMEDIC (CT.EMTP)

A. REQUIRED CORE SUBJECT AREAS

	CREDITS
*EMS 111 Intermediate Emergency Care	5.0
*EMS 115 Basic Trauma Life Support	1.0
*EMS 116 Advanced Cardiac Life Support	1.0
*EMS 120 Pharmacology	3.0
*EMS 220 Paramedic Internship I	<u>3.0</u>
	13.0
*EMS 210 Advanced Emergency Medical Care I	5.0
*EMS 214 Advanced Clinical Experience II	3.0
*EMS 221 Paramedic Internship II	<u>3.0</u>
	11.0
*EMS 213 Advanced Emergency Medical Care II	4.0
*EMS 217 Introduction to Electrocardiography	2.0
*EMS 222 Paramedic Internship III	<u>3.0</u>
	9.0
Total Credit Hours	33.0

Courses in this program which requires a minimum grade of "C."

HEALTH AND HUMAN SERVICES

Suggested Plan of Study

Emergency Medical Technician Paramedic Certificate

Fall Semester	Spring Semester	Summer Semester
EMS 111	EMS 210	EMS 213
EMS 115	EMS 214	EMS 217
EMS 116	EMS 221	EMS 222
EMS 120		
EMS 220		

All EMS courses must be taken in sequence as outlined in the suggested plan of study.

PHARMACY TECHNICIAN CERTIFICATE PROGRAM

The Pharmacy Technology Program seeks to provide qualified students with the technical skills and knowledge needed to practice in a variety of pharmacy settings. Pharmacy technicians must have a broad knowledge of pharmacy practice, and be skilled in the techniques required to order, stock, package, and prepare medications.

Pharmacy technicians help pharmacists provide drugs and other health care products to patients. Pharmacy technicians may perform duties under the direct supervision of a pharmacist. The duties of pharmacy technicians include review prescriptions or requests for refills, fill prescriptions, count, pour, measure, or mix the medication, select a container, and prepare and attach a label, price and file the prescription. In addition, the pharmacy technician takes inventory of prescription and over-the-counter drugs. Pharmacy technicians work in hospital pharmacies, retail pharmacies, home health care pharmacies, nursing home pharmacies, clinic pharmacies, nuclear medicine pharmacies, and in-mail order prescription pharmacies.

Graduates of the program are eligible to apply for state certification after completing 1,000 work hours in a pharmacy and passing the Pharmacy Technician Certification Exam given by the Pharmacy Technician Certification Board..

Clinical facilities require drug screens and/or background checks before allowing students to participate in clinical rotation. Students participating in clinical may be required to have a drug screen at any time during their rotation. Students accepted to the program must be eligible to attend clinical at all facilities. Pharmacy Technician students are required to be registered with the SC Department of Labor, Licensing, and Regulation Board of Pharmacy prior to beginning clinical rotations.

ADMISSIONS CRITERIA

1 Applicants for admission to the Pharmacy Technician Program must meet the entrance requirements of York Technical College.

2. Admission to the Pharmacy Technician Program requires the student be a high school graduate or equivalent.

AND ONE OF THE FOLLOWING

COMPASS

READING 81 OR>

PRE-ALG 54 OR>

WRITING 70 OR >

HEALTH AND HUMAN SERVICES

ASSET

READING 42 OR >

NUMERIC 43 OR >

WRITING 41 OR >

Applicants who have SAT or ACT scores should contact the Admissions Office to determine if placement testing is needed.

CERTIFICATE: PHARMACY TECHNICIAN (CT. PHTEC)

A. REQUIRED CORE SUBJECT AREAS

CREDITS

*PHM	101	Introductory to Pharmacy	3.0
*PHM	113	Pharmacy Technician Math	3.0
*PHM	114	Therapeutic Agents I	3.0
*PHM	152	Pharmacy Technician Practicum I	2.0
*PHM	110	Pharmacy Practice	4.0
*PHM	124	Therapeutic Agents II	3.0
*PHM	164	Pharmacy Technician Practicum II	4.0

Total Credit Hours 22.0

*Courses in this program that requires a minimum grade of 'C'.

**Graduates of the program must be at least 18 years of age.

Suggested Plan of Study

Fall Semester	Spring Semester
PHM 101	PHM 110
PHM 113	PHM 124
PHM 114	PHM 164
PHM 152	

All PHM courses must be taken in sequence as outlined in the suggested plan of study.

PRE-PHYSICAL THERAPIST ASSISTANT CERTIFICATE

The Pre-Physical Therapist Assistant Certificate is a preparatory certificate designed so that students can complete general education requirements before transferring to an institution that offers the Associate Degree in Physical Therapist Assistant. York Technical College has a cooperative agreement to provide a 1 + 1 program in which the first year of general education is completed at York Technical College and **the second year of major coursework is completed at Greenville Technical College.**

Admission to the Pre-Physical Therapist Assistant Certificate requires qualifying scores on the College's placement exam and a high school diploma or equivalent. Students wishing to transfer must make direct application to and complete all requirements at Greenville Technical College. Completion of the Pre-Physical Therapist Assistant Certificate does not guarantee admission to the second phase at Greenville Technical College. There may be differences in the evaluation and awarding of transfer credit for previous college courses between York Technical College and Greenville Technical College. Courses provide basic skills for students to enter selected health-related occupations.

HEALTH AND HUMAN SERVICES

CERTIFICATE: PRE-PHYSICAL THERAPIST ASSISTANT (CT.PTA)

A. REQUIRED CORE SUBJECT AREAS			CREDITS
*AHS	102	Medical Terminology	3.0
+*BIO	210	Anatomy and Physiology I	4.0
+*BIO	211	Anatomy and Physiology II	4.0
+*CPT	101	Introduction to Computers	3.0
*ENG	101	English Composition I	3.0
*ENG	102	English Composition II	3.0
*MAT	110	College Algebra	3.0
*PSY	201	General Psychology	3.0
*PSY	203	Human Growth and Development	3.0
*SPC	205	Public Speaking	3.0
*ELECTIVE		(Humanities)	<u>3.0</u>
Total Credit Hours			35.0

*Courses in this program which require a minimum grade of "C."

+These courses must be completed within 5 years of admission into Greenville Technical College's PTA program.

Greenville Technical College reserves space for two qualified students from York Technical College to enter their Physical Therapist Assistant Program each fall. Should more than two York Technical College students qualify for entry into the PTA Program at Greenville Technical College for the same year, two students would be selected based upon a total weighted admissions score.

PLAN OF STUDY

PRE-PHYSICAL THERAPIST ASSISTANT CERTIFICATE

Fall	Spring
ENG 101	ENG 102
BIO 210	BIO 211
PSY 201	PSY 203
MAT 110	SPC 205
AHS 102	ELECTIVE (Humanities)
CPT 101	

It is recommended that students follow the suggested plan of study.

All certificate programs require minimum reading, writing and math skills. Some certificates contain courses which require specific prerequisites. Based upon placement test scores, students may be required to take additional courses in reading, math or English which are not listed above and do not count toward credit in the program.

RADIOLOGIC TECHNOLOGY PROGRAM

The Radiologic Technology Program prepares the student to become an essential member of the health care team. The student radiographer learns about the characteristics and potential hazards of radiation, and applies this knowledge to produce quality diagnostic images which will assist the physician in the diagnosis and treatment of injuries and diseases.

This program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, Phone (312)704-5300, Fax (312)704-5304 or by email at mail@jrcert.org . Upon completion of this program, the graduate is eligible for certification by the American Registry of Radiologic Technologists. Upon passing this examination, graduates are entitled to use the abbreviation

HEALTH AND HUMAN SERVICES

R.T.(R)(Registered Technologist, Radiography) after their names and to the privileges offered by this registration.

Clinical facilities require drug screens and/or background checks before allowing students to participate in clinical rotation. Students participating in clinical may be required to have a drug screen at any time during their rotation. Students accepted to the program must be eligible to attend clinical at all facilities.

ADMISSIONS CRITERIA

There are 3 alternate tracks of qualifying for entry into the Rad Tech Program. All applicants must have a high school diploma or GED and qualify by one of the following Tracks:

Track 1 ASSET or COMPASS Scores

ASSET Scores 41 Wri/43 Num and Elem Alg 31-42 or IntAlg 23-33/46 Reading

OR

COMPASS Scores 70-100Wri/54-100 PreAlg or 0-45 Alg/88 Reading

Track 2 - SAT or ACT Scores

Either: SAT:480 Critical Reading and 540 Math, or ACT scores 21 English and 23 Math.

SAT/ACT scores must be no more than 5 years old at the time a student seeks admission to the Radiologic Technology Program along with either a 46 ASSET Reading or 88 COMPASS Reading score.

Track 3 - Health Science Certificate (30 Semester Credit Hours)

This track of program admission requires completion of the health science certificate with a 2.5 GPA and a minimum grade of C in all HSC courses. Prerad students qualifying under Track 3 must complete BIO 210 and 211 and PSY 201. Students qualifying by Track 3 must either complete RDG 101 or score a 46 Reading on the Asset or 88 on the COMPASS Reading Test. Suggested course of study is listed below:

FALL

AHS 101
AHS 102
BIO 210
COL 101
ENG 101
MAT 155

SPRING

AHS 120
CPT 170
HSS 205
PSY 201
SPC 205
BIO 211

The general education and science courses listed above will also apply as credit toward the Associate in Applied Science Degree, with a major in General Technology and specialization in Pre-Health Science.

NOTE: Applicants must qualify by one track only. Test scores cannot be mixed (ie. SAT V/ASSET M).

Upon qualifying and prior to having the name placed on the list, the applicant must complete the four hours of observation in the Radiology Department at Piedmont Medical Center and also complete the program orientation that is available on computer. The applicant is responsible for scheduling this appointment with the Rad Tech Department faculty. Failure to keep the appointment without prior notification may result in loss of position on the list.

After completing the observation/orientation requirement, the applicant must pay a \$50 non-refundable, nontransferable fee to have his/her name placed on the list. The applicant's name

HEALTH AND HUMAN SERVICES

will not be placed on the list until the \$50 fee has been paid. Qualified applicants are accepted into the program in the order in which they qualify. The applicant will receive a formal letter of acceptance into the program from Student Services. This letter will request payment of the \$100 non-refundable, nontransferable deposit for confirmation of intent to enroll. The deposit will later be applied towards the program tuition for the Summer term. Students must maintain a 2.0 GPA in order to qualify for entry into the Rad Tech program. Attendance of a mandatory orientation prior to the start date is required.

A completed medical physical examination form must be turned in to the Program Director within 3 months prior to the clinical portion of Program entry. Documentation of certification in the American Heart Healthcare Provider CPR course is required prior to Program entry and must be turned in to the Program Director. Students must provide evidence of current health insurance coverage each semester in order to be allowed into the clinical facility. A policy can be purchased through York Technical College that will provide the necessary coverage. Students must also purchase liability insurance through York Tech when registering for classes for each year of the program. Proof of current immunizations of MMR by a rubella titer result, varicella (chicken pox) or proof of a date of infection, and hepatitis B. Proof of a PPD within the last 12 months must also be provided.

Upon completion of this program, the graduate may seek employment in hospital radiology departments, emergency facilities, imaging centers, private doctors' offices, industries, and colleges. Additional areas for career opportunities in Rad are Mammography, Diagnostic Ultrasound, Angiography, CT, and MRI. For more information, call the Radiologic Technology Department Manager.

Students must complete 90 Semester credits with a minimum grade of 80% in all Radiology Technology courses and "C" or above in general education courses, and must complete all clinical competency requirements including final written and performance tests. An overall GPA of 2.0 must be maintained each semester.

MAJOR: RADIOLOGIC TECHNOLOGY (AAS.RAD)

DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION				CREDITS
* ENG	101	English Composition I		3.0
* HSS	205	Technology and Society		3.0
* MAT	155	Contemporary Mathematics		3.0
* PSY	201	General Psychology		3.0
* BIO	210	Anatomy and Physiology I		4.0
* BIO	211	Anatomy and Physiology II		<u>4.0</u>
		Subtotal		20.0
B. REQUIRED CORE SUBJECT AREAS				
* RAD	102	Radiology Patient Care Procedures		2.0
* RAD	110	Radiographic Imaging I		3.0
* RAD	115	Radiographic Imaging II		3.0
* RAD	121	Radiographic Physics		4.0
* RAD	130	Radiographic Procedures I		3.0
* RAD	136	Radiographic Procedures II		3.0
* RAD	201	Radiation Biology		2.0
* RAD	210	Radiographic Imaging III		<u>3.0</u>
		Subtotal		23.0

HEALTH AND HUMAN SERVICES

C. OTHER HOURS REQUIRED FOR GRADUATION

* COL	101	College Orientation	1.0
* RAD	101	Introduction to Radiography	2.0
* RAD	105	Radiographic Anatomy	4.0
* RAD	152	Applied Radiography I	2.0
* RAD	165	Applied Radiography II	5.0
* RAD	175	Applied Radiography III	5.0
* RAD	230	Radiographic Procedures III	3.0
* RAD	256	Advanced Radiography I	6.0
* RAD	268	Advanced Radiography II	8.0
* RAD	278	Advanced Radiography III	8.0
* ELECTIVE	(minimum of 1) not fewer than 3 credit hours		<u>3.0</u>
		Subtotal	47.0
		Total Credit Hours	90.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY

Radiologic Technology Degree

First Year

Summer

RAD 102

BIO 210

COL 101

RAD 101

RAD 152

ELECTIVE

Fall

BIO 211

RAD 105

RAD 110

RAD 130

RAD 165

Spring

ENG 101

RAD 136

RAD 115

MAT 155

RAD 175

Second Year

Summer

RAD 230

RAD 256

RAD 121

Fall

RAD 210

RAD 201

RAD 268

Spring

PSY 201

HSS 205

RAD 278

All RAD courses must be taken in sequence as outlined in the curriculum display so that prerequisites for each of the courses are met.

SURGICAL TECHNOLOGY PROGRAM

The Surgical Technology Program offers classroom and clinical experiences for the entry-level surgical technologist. The program includes courses in aseptic technique, operative procedures, patient care, anatomy, microbiology, pharmacology, medical terminology, medical/legal aspects, and related general education to help the student fulfill his/her role as an important, knowledgeable member of the surgical team.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756 (727) 210-2350 and online at www.caahep.org. Upon successful completion of the program, the graduate is eligible to take the certification exam.

Many graduates choose to work in areas related to surgery such as central sterile supply, private scrub, the OB department, endoscopy, or instrument sales. Opportunities are also available to work as cell saver technicians, anesthesia technicians, veterinary assistants, oral-surgical assistants, and medical office assistants.

HEALTH AND HUMAN SERVICES

Each applicant must:

- Provide proof of high school diploma or GED.
- Achieve qualifying scores on the College's placement tests.
- Submit a current physical as proof of health eligibility to work in the clinical area.
- Provide evidence of current immunizations.
- Provide own transportation to clinical sites.
- Provide uniforms, shoes, and lab jackets which are necessary for proper hospital attire.
- Provide proof of personal health insurance as well as current malpractice insurance for clinical practice.
- Pay a non-refundable, nontransferable deposit of \$100 upon acceptance into the program attire.
- Must meet technical standards for program admission.
- Clinical facilities require drug screens and/or background checks before allowing students to participate in clinical rotation. Students participating in clinical may be required to have a drug screen at any time during their rotation. Students accepted to the program must be eligible to attend clinical at all facilities.

Students of the Surgical Technology Program may work as part-time employees only above and beyond the clinical rotation schedule. These hours must not interfere with the student's required clinical hours. It is the student's responsibility to complete the regularly scheduled rotations in order to obtain satisfactory clinical experience and develop surgical skills to an acceptable level for completion of the program. Hours worked as hospital employees cannot be substituted for required clinical experience hours.

The Health and Human Services Division offers a General Technology program with a specialization in Surgical Technology which combines required general education/electives/other courses with a technical specialty to complete an Associate Degree in Applied Science. The technical specialty consists of a minimum of 28 semester credits in the Surgical Technology major and an additional 12 semester credits in the allied health science technical specialty. Students interested in this option should meet with their program advisor in the Surgical Technology Department.

MAJOR: SURGICAL TECHNOLOGY (DAS.SUR)

DIPLOMA: APPLIED SCIENCE

A. GENERAL EDUCATION				CREDITS
ENG	155	Communications I		3.0
MAT	155	Contemporary Mathematics		3.0
PSY	105	Personal/Interpersonal Psychology		<u>3.0</u>
		Subtotal		9.0
B. REQUIRED CORE SUBJECT AREAS				
* SUR	101	Introduction to Surgical Technology		5.0
* SUR	102	Applied Surgical Technology		5.0
* SUR	103	Surgical Procedures I		4.0
* SUR	104	Surgical Procedures II		4.0
* SUR	111	Basic Surgical Practicum		7.0
* SUR	114	Surgical Specialty Practicum		<u>7.0</u>
		Subtotal		32.0
C. OTHER HOURS REQUIRED FOR GRADUATION				
COL	101	College Orientation		1.0

HEALTH AND HUMAN SERVICES

* SUR	105	Surgical Procedures III	4.0
* SUR	120	Surgical Seminar	2.0
* SUR	130	Biomedical Sciences for the Surgical Technologist	<u>1.0</u>
		Subtotal	8.0
		Total Credit Hours	49.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY

Surgical Technology Diploma

Fall	Spring	Summer
COL 101	SUR 103	SUR 105
SUR 130	SUR 104	SUR 114
MAT 155	SUR 111	SUR 120
PSY 105	ENG 155	
SUR 101		
SUR 102		

All SUR courses must be taken in sequence as outlined in the curriculum display.

CENTRAL SERVICE CERTIFICATE PROGRAM

The Central Service Department is a vital component of any hospital which incorporates sterile supply, decontamination, and sterile processing. Personnel working in this area must be knowledgeable of safe handling, processing, and sterilization (methods and procedures) of all types of materials and equipment. Central Service students learn the basic principles and uses of surgical instruments, sutures, dressings, drains, and the reclamation of used items for reprocessing. Central Service personnel must work closely and harmoniously with surgical and other hospital personnel to provide quality patient care. The Surgical Technology Department offers the Central Service Certificate program each fall semester.

Each applicant must:

- Provide proof of high school diploma or GED.
- Achieve qualifying scores on the College's placement tests.
- Submit a current physical as proof of health eligibility to work in the clinical area.
- Provide evidence of current immunizations.
- Provide own transportation to clinical sites.
- Provide uniforms, shoes, and lab jackets which are necessary for proper hospital attire
- Provide proof of personal health insurance as well as current malpractice insurance for clinical practice.
- Must meet technical standards for program admission
- Clinical facilities require drug screens and/or background checks before allowing students to participate in clinical rotations. Students participating in clinical may be required to have a drug screen at any time during their rotation. Students accepted to the program must be eligible to attend clinical at all facilities.

CERTIFICATE: CENTRAL SERVICE CERTIFICATE PROGRAM (CT.SURCS)

A. MAJOR COURSES	CREDITS
*SUR 101 Introduction to Surgical Technology	5.0
@*SUR 102 Applied Surgical Technology	5.0
+ *SUR 125 Sterile Processing Practicum	<u>5.0</u>
Total Credit Hours	15.0

HEALTH AND HUMAN SERVICES

*Courses in this program which require a minimum grade of “C” to pass

+SUR 125 may be taken as a single course (non-certificate), high school diploma required

@Students completing the Central Service certificate may qualify to merge into the current Surgical Technology Program if there is space available and all requirements are met for the Surgical Technology Program. SUR 130 must be taken in the fall in order to be eligible to merge with current Surgical Technology class.

SUGGESTED PLAN OF STUDY

Central Service Certificate Program

Fall

SUR 101

SUR 102

SUR 125

All certificate programs require minimum reading, writing and math skills. Some certificates contain courses which require specific prerequisites. Based upon placement test scores, students may be required to take additional courses in reading, math or English which are not listed above and do not count toward credit in the program.

**INDUSTRIAL
AND ENGINEERING
TECHNOLOGIES
DIVISION**

INDUSTRIAL AND ENGINEERING TECHNOLOGIES

INDUSTRIAL AND ENGINEERING TECHNOLOGIES DIVISION

The Industrial and Engineering Technologies Division's mission is to provide accessible, relevant, high quality education in a wide range of industrial and technical specialties required by local and regional industries. The Division offers a variety of degree, diploma, and certificate programs designed around employers' expectations.

Graduates of these programs become technicians who assist in the design, development, manufacturing, installation, or servicing of products and services created by their employers. The education that students receive at York Technical College gives them the skills needed to adapt to the ever-changing landscape of American industry.

Technical standards are published for each program in the Industrial and Engineering Technologies Division, which identify the essential non-academic requirements that students must meet in order to successfully complete program competencies. Applicants to programs in the Industrial and Engineering Technologies Division should review the technical standards and gauge their abilities to meet them. Students are encouraged to reveal any special needs requiring accommodation that would help them satisfy the technical standards. Copies of the technical standards for each program are available from Student Services.

The rapid pace of technological change provides a steady stream of new and exciting career opportunities. Consider how York Technical College can prepare you to seize these opportunities for a challenging future in technology-oriented industries.

AUTOMOTIVE TECHNOLOGY

Modern vehicles are manufactured in a great variety of shapes and sizes and the technology used in them is growing more sophisticated every year. These vehicles are complicated machines requiring highly-skilled, well-trained personnel to repair and maintain them properly for operation at peak efficiency. Vehicle technicians make up the largest service and repair group in the United States. Wages are good and opportunities are excellent for the person eager to learn and willing to work.

Automotive Technology is an ASE-certified program evaluated by the National Automotive Technicians Educational Foundation. The program emphasizes engine repair, automatic transmissions and transaxles, manual drive trains and axles, suspension and steering, brakes, electrical and electronic systems, heating and air conditioning, and engine performance.

The Transportation Department in Automotive Technology offers an associate degree, diploma, and five short certificates.

MAJOR: AUTOMOTIVE TECHNOLOGY (AAS.AUT) DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION			CREDITS
* ECO	101	Basic Economics	3.0
* ENG	155	Communications I	3.0
* HSS	205	Technology and Society	3.0
* MAT	155	Contemporary Mathematics OR	
* MAT	101	Beginning Algebra	3.0
* PSY	105	Personal/Interpersonal Psychology	<u>3.0</u>
		Subtotal	15.0
B. REQUIRED CORE SUBJECT AREAS			
* AUT	105	Beginning Engine Repair	4.0
* AUT	112	Braking System	4.0

INDUSTRIAL AND ENGINEERING TECHNOLOGIES

* AUT	115	Manual Drive Train/Axle	3.0
* AUT	121	Suspension & Steering	3.0
* AUT	131	Electrical Systems	3.0
* AUT	241	Automotive Air Conditioning	<u>4.0</u>
		Subtotal	21.0

C. OTHER HOURS REQUIRED FOR GRADUATION

* AUT	107	Advanced Engine Repair	4.0
* AUT	133	Electrical Fundamentals	3.0
* AUT	146	Emission Systems	3.0
* AUT	147	Fuel Systems	4.0
* AUT	152	Automatic Transmissions	4.0
* AUT	156	Automotive Diagnosis & Repair	4.0
* AUT	158	Automotive Diagnosis	3.0
* AUT	247	Electronic Fuel Systems	4.0
* AUT	252	Advanced Automatic Transmissions	4.0
COL	101	College Orientation	1.0
		Subtotal	34.0
		Total Credit Hours	70.0

*Courses in this program requiring a minimum grade of "C."

Suggested Plan of Study

Automotive Technology Degree (Day)

First Year

Fall	Spring	Summer
AUT 105	AUT 107	AUT 112
AUT 131	AUT 146	AUT 241
AUT 133	AUT 147	
COL 101	AUT 158	
ENG 155	ECO 101	
MAT 155 OR		
MAT 101		

Second Year

Fall	Spring
AUT 115	AUT 156
AUT 121	AUT 247
AUT 152	AUT 252
PSY 105	HSS 205

MAJOR: AUTOMOTIVE MECHANICS (DAS.AUT)

DIPLOMA: APPLIED SCIENCE

A. GENERAL EDUCATION

		CREDITS
ECO	101	Basic Economics OR
PSY	105	Personal/Interpersonal Psychology
ENG	155	Communications I
MAT	155	Contemporary Mathematics
		<u>Subtotal</u>
		9.0

INDUSTRIAL AND ENGINEERING TECHNOLOGIES

B. REQUIRED CORE SUBJECT AREAS

* AUT	105	Beginning Engine Repair	4.0
* AUT	112	Braking System	4.0
* AUT	115	Manual Drive Train/Axle	3.0
* AUT	121	Suspension and Steering	3.0
* AUT	131	Electrical Systems	<u>3.0</u>
		Subtotal	17.0

C. OTHER HOURS REQUIRED FOR GRADUATION

* AUT	133	Electrical Fundamentals	3.0
* AUT	146	Emission Systems	3.0
* AUT	147	Fuel Systems	4.0
* AUT	152	Automatic Transmissions	4.0
* AUT	158	Automotive Diagnosis	3.0
* AUT	241	Automotive Air Conditioning	4.0
COL	101	College Orientation	<u>1.0</u>
		Subtotal	22.0
		Total Credit Hours	48.0

*Courses in this program requiring a minimum grade of "C."

Suggested Plan of Study

Automotive Mechanics Diploma (Evening)

First Year

Fall	Spring	Summer
AUT 105	AUT 146	AUT 112
AUT 131	AUT 147	AUT 241
AUT 133	AUT 158	MAT 155
COL 101	ENG 155	

Second Year

Fall

AUT 115
AUT 121
AUT 152
ECO 101 OR
PSY 105

CERTIFICATE: ENGINE AND ENGINE REPAIR (CT.AUTER)

A. REQUIRED CORE SUBJECT AREAS

* AUT	105	Beginning Engine Repair	4.0
* AUT	107	Advanced Engine Repair	<u>4.0</u>
		Total Credit Hours	8.0

*Courses in this program requiring a minimum grade of "C."

Suggested Plan of Study
Engine and Engine Repair Certificate (Day)

Fall	Spring
AUT 105	AUT 107

CERTIFICATE: AUTOMOTIVE ELECTRICAL AND AIR CONDITIONING (CT.AUTAE)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* AUT 131 Electrical Systems	3.0
* AUT 133 Electrical Fundamentals	3.0
* AUT 241 Automotive Air Conditioning	4.0
* AUT 247 Electronic Fuel Systems	<u>4.0</u>
Total Credit Hours	14.0

*Courses in this program requiring a minimum grade of "C."

Suggested Plan of Study
Automotive Electrical and Air Conditioning Certificate (Day)

Fall	Spring	Summer
AUT 131	AUT 247	AUT 241
AUT 133		

CERTIFICATE: AUTOMOTIVE FUEL SYSTEMS (CT.AUTAF)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
*AUT 146 Emission Systems	3.0
*AUT 147 Fuel Systems	4.0
*AUT 158 Automotive Diagnosis	<u>3.0</u>
Total Credit Hours	10.0

Suggested Plan of Study
Automotive Fuel Systems Certificate (Day)

Spring
AUT 146
AUT 147
AUT 158

*Courses in this program requiring a minimum grade of "C"

CERTIFICATE: AUTOMOTIVE BRAKES, STEERING AND SUSPENSION (CT.AUTAB)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
*AUT 112 Braking System	4.0
* AUT 121 Suspension & Steering	3.0
* AUT 156 Automotive Diagnosis & Repair	<u>4.0</u>
Total Credit Hours	11.0

*Courses in this program requiring a minimum grade of "C."

INDUSTRIAL AND ENGINEERING TECHNOLOGIES

Suggested Plan of Study

Automotive Brakes, Steering and Suspension Certificate (Day)

First Year

Summer

AUT 112

Second Year

Fall

AUT 121

Spring

AUT 156

CERTIFICATE: AUTOMOTIVE POWER TRAINS (CT.AUTAP)

A. REQUIRED CORE SUBJECT AREAS

CREDITS

* AUT 115	Manual Drive Train/Axle	3.0
* AUT 152	Automatic Transmissions	4.0
* AUT 252	Advanced Automatic Transmissions	<u>4.0</u>
Total Credit Hours		11.0

*Courses in this program requiring a minimum grade of "C."

Suggested Plan of Study

Automotive Power Trains Certificate (Day)

Fall

AUT 115

AUT 152

Spring

AUT 252

BUILDING CONSTRUCTION TRADES

The building industry faces a shortage of 65,000 to 80,000 skilled craft workers each year. This shortage is expected to continue into the next decade due to job growth projections, declining workforce numbers, and lack of training opportunities.

To address these needs, the Building Construction Trades program offers an Associate Degree in Applied Science with a specialization in Building and Construction Trades, a diploma in Air Conditioning/Refrigeration Mechanics, and seven certificates; HVAC Installer Certificate, HVAC Service Technician Certificate, HVAC Systems Design Certificate, Building Construction Management Certificate, Residential/Commercial Carpentry, Residential/Commercial Plumbing, and Residential/Commercial Wiring.

In addition to the Building Construction Trades programs being credentialed by the National Association of Home Builders (NAHB) and the Home Builders Institute (HBI); York Technical College is also accredited as a training provider for the Residential Energy Services Network (RESNET) program.

Students wishing to complete the Associate Degree in Applied Science with a specialization in Building and Construction Trades must first successfully complete one of the aforementioned seven certificates.

Students enrolled in any of these programs are responsible for supplying their own hand tools. York Technical College has established a partnership with many tool suppliers to allow students to purchase their tools at an educational discount.

DEGREE: ASSOCIATE IN APPLIED SCIENCE (AAS.GT.GTBCT)

MAJOR: GENERAL TECHNOLOGY

SPECIALIZATION: Building and Construction Trades

A. GENERAL EDUCATION			CREDITS
ECO	101	Basic Economics	3.0
ENG	155	Communications I	3.0
HSS	205	Technology and Society	3.0
MAT	155	Contemporary Mathematics	3.0
PSY	105	Personal/Interpersonal Psychology	<u>3.0</u>
Subtotal			15.0

B. REQUIRED CORE SUBJECT AREAS

Primary Technical Area

*	BCT	102	Fundamentals of Building Construction	4.0
*	BCT	104	Site Layout and Preparation	2.0
*	BCT	131	Estimating/Quantity Take Off	2.0
*	BCT	142	Fundamentals of Construction Safety	4.0
*	BCT	151	Introduction to Residential Plumbing	3.0
*	BCT	221	Construction Building Codes	3.0
*	BCT	223	Residential Mechanical Systems	3.0
*	BCT	231	Construction Labor and Expediting	3.0
*	EEM	105	Basic Electricity	2.0
*	EGR	110	Introduction to Computer Environment	<u>3.0</u>
Subtotal				29.0

Secondary Technical Area

To be selected from related Building Construction Trades Certificates

Subtotal (minimum)	12.0
--------------------	------

C. OTHER HOURS REQUIRED FOR GRADUATION

*	COL	101	College Orientation	1.0
Electives				<u>11.0</u>
Subtotal				12.0
Total Credit Hours				68.0

*Courses in this program which require a minimum grade of "C"

AIR CONDITIONING/REFRIGERATION MECHANICS

Efficient heating and air conditioning is no longer a luxury. Practically all new construction, whether residential or industrial, now requires air conditioning equipment. Owners of business structures and industrial plants are modernizing their heating and cooling systems to provide comfort and to attract employees and customers. Precisely controlled air conditioning in buildings is a must for computers, microprocessors, and high-technology machinery.

The graduate will find numerous opportunities for work as a heating technician or as installer and serviceman of residential and industrial air conditioning. The Air Conditioning Department offers five programs: three certificate programs, a diploma program, and a general technology degree with a concentration in Air Conditioning/Refrigeration Mechanics.

INDUSTRIAL AND ENGINEERING TECHNOLOGIES

**MAJOR: AIR CONDITIONING/REFRIGERATION MECHANICS
(DAS.ACR)**

DIPLOMA: APPLIED SCIENCE

A. GENERAL EDUCATION			CREDITS
ECO	101	Basic Economics OR	
PSY	105	Personal/Interpersonal Psychology	3.0
ENG	155	Communications I	3.0
MAT	155	Contemporary Mathematics	<u>3.0</u>
		Subtotal	9.0
B. REQUIRED CORE SUBJECT AREAS			
* ACR	102	Tools & Service Techniques	3.0
* ACR	108	Refrigeration Fundamentals	3.0
* ACR	110	Heating Fundamentals	4.0
* ACR	120	Basic Air Conditioning	4.0
* ACR	210	Heat Pumps	4.0
* ACR	224	Codes & Ordinances	<u>2.0</u>
		Subtotal	20.0
C. OTHER HOURS REQUIRED FOR GRADUATION			
* ACR	150	Basic Sheetmetal	2.0
* ACR	220	Advanced Air Conditioning	4.0
* ACR	221	Residential Load Calculations	2.0
* BCT	112	Construction Print Reading	2.0
COL	101	College Orientation	1.0
* EGR	110	Introduction to Computer Environment	<u>3.0</u>
		Subtotal	14.0
		Total Credit Hours	43.0

*Courses in this program requiring a minimum grade of "C."

Suggested Plan of Study

Air Conditioning/Refrigeration Mechanics Diploma (Day)

Fall	Spring	Summer
ACR 102	ACR 108	ACR 220
ACR 150	ACR 110	ACR 221
ACR 224	ACR 120	EGR 110
BCT 112	ACR 210	
COL 101	ECO 101 OR	
ENG 155	PSY 105	
MAT 155		

CERTIFICATE: HVAC INSTALLER CERTIFICATE (CT.ACRIN)

A. REQUIRED CORE SUBJECT AREAS			CREDITS
* ACR	102	Tools and Service Techniques	3.0
* ACR	150	Basic Sheetmetal	2.0
* ACR	224	Codes and Ordinances	2.0
* BCT	112	Construction Print Reading	<u>2.0</u>
		Total Credit Hours	9.0

Suggested Plan of Study

HVAC Installer Certificate (Day and Evening)

Fall

ACR 102

ACR 150

ACR 224

BCT 112

*Courses in this program which require a minimum grade of “C”

**CERTIFICATE: HVAC SERVICE TECHNICIAN CERTIFICATE
(CT.ACRST)**

A. REQUIRED CORE SUBJECT AREAS			CREDITS
* ACR	108	Refrigeration Fundamentals	3.0
* ACR	110	Heating Fundamentals	4.0
* ACR	120	Basic Air Conditioning	4.0
* ACR	210	Heat Pumps	<u>4.0</u>
Total Credit Hours			15.0

Suggested Plan of Study

HVAC Service Technician Certificate (Day)

Spring

ACR 108

ACR 110

ACR 120

ACR 210

Suggested Plan of Study

HVAC Service Technician Certificate (Evening)

Spring

ACR 108

ACR 110

Summer

ACR 120

ACR 210

*Courses in this program which require a minimum grade of “C”

CERTIFICATE: HVAC SYSTEMS DESIGN CERTIFICATE (CT.ACRSD)

A. REQUIRED CORE SUBJECT AREAS			CREDITS
* ACR	220	Advanced Air Conditioning	4.0
* ACR	221	Residential Load Calculations	2.0
* EGR	110	Introduction to Computer Environment	<u>3.0</u>
Total Credit Hours			9.0

Suggested Plan of Study

HVAC Systems Design Certificate (Day)

Summer

ACR 220

ACR 221

EGR 110

*Courses in this program which require a minimum grade of “C”

INDUSTRIAL AND ENGINEERING TECHNOLOGIES

BUILDING CONSTRUCTION MANAGEMENT

The Building Construction Trades Management Certificate provides entry level supervisory skills in residential building construction. This program will target those people with basic knowledge in one or more of the trades areas who require project management knowledge. Completion of one of the following certificates is required prior to beginning this certificate: HVAC Installer Certificate; Residential/Commercial Electrical; Residential/Commercial Plumbing; Residential Carpentry Certificate. These basic skills are competencies identified by the National Home Builders Institute.

CERTIFICATE: BUILDING CONSTRUCTION MANAGEMENT CERTIFICATE (CT.BCTMG)

A. REQUIRED CORE SUBJECT AREAS		CREDITS
* BCT 102	Fundamentals of Building Construction	4.0
* BCT 104	Site Layout and Preparation	2.0
* BCT 131	Estimating/Quantity Take Off	2.0
* BCT 142	Fundamentals of Construction Safety	4.0
* BCT 151	Introduction to Residential Plumbing	3.0
* BCT 221	Construction Building Code	3.0
* BCT 223	Residential Mechanical Systems	3.0
* BCT 231	Construction Labor and Expediting	3.0
* BUS 101	Introduction to Business	3.0
* EEM 105	Basic Electricity	2.0
* EGR 110	Introduction to Computer Environment	3.0
Total Credit Hours		32.0

*Courses in this program which require a minimum grade of "C"

Suggested Plan of Study

Building Construction Management Certificate (Day)

Fall (1st Mini Semester)

BCT 102
EGR 110

Fall (2nd Mini Semester)

BCT 104

Spring (1st Mini Semester)

BCT 131
BCT 151
BUS 101

Spring (2nd Mini Semester)

BCT 221
BCT 231

Summer

BCT 142
BCT 223
EEM 105

Suggested Plan of Study

Building Construction Management Certificate (Evening)

First Year

Fall

BCT 151
EEM 105
EGR 110

Spring

BCT 142
BCT 221
BCT 223

Summer

BCT 102
BCT 231

Second Year

Fall

BCT 104

BCT 131

BUS 101

RESIDENTIAL/COMMERCIAL CARPENTRY

The Residential/Commercial Carpentry Certificate provides entry-level carpentry skills in the areas of: print reading, construction codes, tool safety and residential construction components. This Certificate is designed for those people with little or no background in carpentry who anticipate working in the construction industry as carpenter helpers. These basic skills are competencies identified by the National Home Builders Institute.

**CERTIFICATE: RESIDENTIAL/COMMERCIAL CARPENTRY
CERTIFICATE (CT.BCTCP)**

A. REQUIRED CORE SUBJECT AREAS			CREDITS
* AET 103	International Building and Residential Codes		3.0
* BCT 105	Tool Usage and Safety		2.0
* BCT 106	Beginning Woodworking		2.0
* BCT 108	Finish Trim		2.0
* BCT 109	Foundations, Floors and Walls		5.0
* BCT 112	Construction Print Reading		2.0
* BCT 206	Roof Construction		<u>2.0</u>
Total Credit Hours			18.0

*Courses in this program which require a minimum grade of "C"

Suggested Plan of Study

Residential/Commercial Carpentry Certificate (Day)

Fall & Spring

(1st Mini Semester)

AET 103

BCT 105

BCT 106

BCT 112

(2nd Mini Semester)

BCT 108

BCT 109

BCT 206

Summer

AET 103

BCT 106

BCT 112

BCT 105

BCT 108

Suggested Plan of Study

Residential/Commercial Carpentry Certificate (Evening)

Fall

AET 103

BCT 105

BCT 106

BCT 112

Spring

BCT 108

BCT 109

BCT 206

INDUSTRIAL AND ENGINEERING TECHNOLOGIES

RESIDENTIAL/COMMERCIAL PLUMBING

The Residential/Commercial Plumbing Certificate provides entry-level plumbing skills in the areas of: print reading, construction codes, piping connections and fixture installation. This program is designed for those people with little or no background in plumbing who anticipate working in the construction industry as plumbers. These basic skills are competencies identified by the National Home Builders Institute.

CERTIFICATE: RESIDENTIAL/COMMERCIAL PLUMBING CERTIFICATE (CT.BCTPL)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* BCT 105 Tool Usage and Safety	2.0
* BCT 112 Construction Print Reading	2.0
* BCT 150 Plumbing	5.0
* BCT 151 Introduction to Residential Plumbing	3.0
* BCT 154 Plumbing Tests and Connections	3.0
* BCT 157 Residential/Commercial Plumbing Codes	<u>3.0</u>
Total Credit Hours	18.0

*Courses in this program which require a minimum grade of "C"

Suggested Plan of Study

Residential/Commercial Plumbing Certificate (Day)

Fall & Spring

(1st Mini Semester)

BCT 105

BCT 112

BCT 151

BCT 157

(2nd Mini Semester)

BCT 150

BCT 154

Summer

BCT 105

BCT 151

BCT 112

BCT 157

Suggested Plan of Study

Residential/Commercial Plumbing Certificate (Evening)

Fall

BCT 105

BCT 112

BCT 151

BCT 157

Spring

BCT 150

BCT 154

RESIDENTIAL/COMMERCIAL WIRING

The Residential/Commercial Wiring certificate program provides skills required for entry-level residential and commercial wiring positions. The skills sets include workplace safety, electrical theory, residential wiring practices, commercial wiring practices, and knowledge of the National Electrical Code, Building Code, and local codes and ordinances.

CERTIFICATE: RESIDENTIAL/COMMERCIAL WIRING (CT.EEMRC)

A. REQUIRED CORE SUBJECT AREAS			CREDITS
* BCT	105	Tool Usage and Safety	2.0
* BCT	112	Construction Print Reading	2.0
* BCT	141	Fixtures and Installation	3.0
* EEM	105	Basic Electricity	2.0
* EEM	141	Residential/Commercial Codes	3.0
* EEM	165	Residential/Commercial Wiring	4.0
Total Credit Hours			16.0

*Courses in this program which require a minimum grade of "C."

Suggested Plan of Study

Residential/Commercial Wiring Certificate (Day)

Fall & Spring

(1st Mini Semester)	(2nd Mini Semester)
----------------------------	----------------------------

BCT 105	BCT 141
BCT 112	EEM 165
EEM 105	
EEM 141	

Summer

BCT 105	BCT 112
EEM 105	EEM 141

Suggested Plan of Study

Residential/Commercial Wiring Certificate (Evening)

Fall	Spring
BCT 105	BCT 141
BCT 112	EEM 165
EEM 105	
EEM 141	

COMPUTER ENGINEERING TECHNOLOGY

The Computer Engineering Technology program is accredited by the Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012 or phone (410 347-7700). The program provides a basic background of computer programming and electronics with practical applications for business and industry. Courses include analog and digital circuits, discrete and integrated circuits, data communications, operating systems, microprocessor interfacing, and computer programming.

Graduates of this program will begin as a computer technician and will install, maintain, test, troubleshoot, and repair computers and computer peripheral equipment used in business and industry.

The classrooms are designed for multimedia presentations and courses are offered during the day or evening, and in a hybrid format. The laboratories have modern test equipment and computer networks that provide hands-on experience with circuit analysis, computer

INDUSTRIAL AND ENGINEERING TECHNOLOGIES

simulation and microprocessor interfacing. Teamwork is emphasized in the laboratory assignments.

Students can take electives in telecommunications or programming languages. Graduates may continue study for two or more years at a senior institution offering a Bachelor of Engineering Technology (BET) Degree.

MAJOR: COMPUTER ENGINEERING TECHNOLOGY (AAS.ECT) DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION			CREDITS
ECO 101	Basic Economics	OR	
PSY 105	Personal/Interpersonal Psychology		3.0
* ENG 101	English Composition I		3.0
ENG 160	Technical Communications		3.0
HSS 205	Technology and Society		3.0
* MAT 110	College Algebra		3.0
* PHY 201	Physics I		<u>4.0</u>
	Subtotal		19.0
B. REQUIRED CORE SUBJECT AREAS			
* CPE 107	Computer Applications for Electronics		3.0
* EET 111	DC Circuits		4.0
* EET 141	Electronic Circuits		4.0
* EET 145	Digital Circuits		<u>4.0</u>
	Subtotal		15.0
C. OTHER HOURS REQUIRED FOR GRADUATION			
COL 101	College Orientation		1.0
CPE 110	Computer Language		3.0
CPE 207	Microcomputer Architecture		4.0
CPE 224	System Troubleshooting		3.0
* EET 112	AC Circuits		4.0
* EET 142	Introduction to Network Servers		3.0
EET 243	Data Communications		3.0
* EET 272	Electronics Senior Seminar		1.0
* EET 273	Electronics Senior Project		1.0
* MAT 111	College Trigonometry		3.0
MAT 130	Elementary Calculus		3.0
Approved Electives--choose from listing (5.0 credit hours minimum)			
EGR 281, EGR 283, EET 231, EET 235, EET 261, TEL 101, TEL 103,			
TEL 104, TEL 105, TEL 110, TEL 201, TEL 220, TEL 240, CPE 220			<u>5.0</u>
	Subtotal		34.0
	Total Credit Hours		68.0

*Courses in this program which require a minimum grade of "C."

Suggested Plan of Study Computer Engineering Technology Degree (Day)

Computer Engineering Technology graduates may continue study for two more years at a senior institution offering a Bachelor of Engineering Technology (BET) degree.

First Year**Fall**

COL 101
CPE 107
ECO 101

OR

PSY 105
EET 111
ENG 101
MAT 111

Spring

EET 112
EET 141
EET 142
MAT 111
Electives from approved list

Second Year**Fall**

CPE 110
CPE 207
EET 145
MAT 130
PHY 201

Spring

CPE 224
EET 243
EET 272
EET 273
ENG 160
HSS 205
Electives from approved list

Suggested Plan of Study**Computer Engineering Technology Degree (Evening)****First Year****Fall**

COL 101
CPE 107
EET 111
MAT 110

Spring

EET 141
EET 142
MAT 111

Summer

EET 112
MAT 130

Second Year**Fall**

CPE 110
CPE 207
EET 145

Spring

EET 243
ENG 101
PHY 201

Summer

CPE 224
ECO 101 **OR**
PSY 105

Third Year**Fall**

EET 272
EET 273
ENG 160
HSS 205

Spring

Electives from approved list

ELECTRONICS ENGINEERING TECHNOLOGY

The Electronics Engineering Technology program is accredited by the Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012 or phone (410 347-7700). The program provides a basic background of electronics with practical applications for business and industry. Courses include analog and digital circuits, discrete and integrated circuits, transducers and sensors, fractional-horsepower motors, and

INDUSTRIAL AND ENGINEERING TECHNOLOGIES

microprocessor interfacing programming. Students can choose electives from telecommunications or computer networking.

Graduates of this program will begin as an electronic technician and will install, maintain, test, troubleshoot, repair, and calibrate electronic equipment. This equipment may include consumer, business, or industrial machines that contain electronics or microprocessors.

The classrooms are designed for multimedia presentations and courses are offered during the day or evening, and in a hybrid format. The laboratories have modern test equipment and computer networks that provide hands-on experience with circuit analysis, computer simulation and microprocessor interfacing. Teamwork is emphasized in the laboratory assignments. Graduates may continue study for two or more years at a senior institution offering a Bachelor of Engineering Technology (BET) Degree.

MAJOR: ELECTRONICS ENGINEERING TECHNOLOGY (AAS.EET) DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION			CREDITS
ECO 101	Basic Economics	OR	
PSY 105	Personal/Interpersonal Psychology		3.0
* ENG 101	English Composition I		3.0
ENG 160	Technical Communications		3.0
HSS 205	Technology and Society		3.0
* MAT 110	College Algebra		3.0
* PHY 201	Physics I		<u>4.0</u>
	Subtotal		19.0
B. REQUIRED CORE SUBJECT AREAS			
* CPE 107	Computer Applications for Electronics		3.0
* EET 111	DC Circuits		4.0
* EET 141	Electronic Circuits		4.0
* EET 145	Digital Circuits		<u>4.0</u>
	Subtotal		15.0
C. OTHER HOURS REQUIRED FOR GRADUATION			
COL 101	College Orientation		1.0
CPE 207	Microcomputer Architecture		4.0
* EET 112	AC Circuits		4.0
* EET 142	Introduction to Network Servers		3.0
EET 231	Industrial Electronics		4.0
EET 235	Programmable Controllers		3.0
EET 261	Electronic Troubleshooting		2.0
* EET 272	Electronics Senior Seminar		1.0
* EET 273	Electronics Senior Project		1.0
MAT 111	College Trigonometry		3.0
MAT 130	Elementary Calculus		3.0
Approved Electives--choose from listing (5.0 credit hours minimum)			
<u>Choose from:</u>	TEL 110, TEL 201, TEL 220, TEL 240, TEL 101, TEL 103, TEL 104, TEL 105, EET 241, EET 243, CPE 110, CPE 224		<u>5.0</u>
	Subtotal		34.0
	Total Credit Hours		68.0

*Course in this program which requires a minimum grade of "C."

Suggested Plan of Study

Electronics Engineering Technology Degree (Day)

Electronics Engineering Technology graduates may continue study for two more years at a senior institution offering a Bachelor of Engineering Technology (BET) degree.

First Year

Fall	Spring
COL 101	EET 112
CPE 107	EET 141
ECO 101	EET 142
OR	EET 231
PSY 105	MAT 111
EET 111	
ENG 101	
MAT 110	

Second Year

Fall	Spring
CPE 207	EET 261
EET 145	EET 272
MAT 130	EET 273
PHY 201	EET 235
ENG 160	HSS 205
	Electives from approved list

Suggested Plan of Study

Electronics Engineering Technology Degree (Evening)

First Year

Fall	Spring	Summer
COL 101	EET 141	EET 112
CPE 107	EET 142	MAT 130
EET 111	MAT 111	
MAT 110		

Second Year

Fall	Spring	Summer
CPE 207	EET 235	ECO 101 OR
EET 145	ENG 101	PSY 105
EET 231	PHY 201	EET 261

Third Year

Fall	Spring
EET 272	Electives from approved list
EET 273	
ENG 160	
HSS 205	

INDUSTRIAL AND ENGINEERING TECHNOLOGIES

ENGINEERING GRAPHICS TECHNOLOGY

This program is accredited by the Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012 or phone (410-347-7700). The curriculum is designed to prepare the student for a position that is intermediate between a drafter and an engineer. Many jobs in industry require design skills beyond drafting. The drafter-designer is most often employed in an engineering office, in the building construction industry, or in the manufacturing industry. They utilize drafting skills with knowledge of material behavior to accomplish valid designs using the latest computer-aided design software. Areas of specialization include architectural, civil, mechanical, structural, electrical and piping. Visit <http://www.yorktech.com/department/met/metmain.htm> for EGT program objectives.

MAJOR: ENGINEERING GRAPHICS TECHNOLOGY (AAS.EGT)

DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION			CREDITS
ECO 101	Basic Economics	OR	
PSY 105	Personal/Interpersonal Psychology		3.0
* ENG 101	English Composition I		3.0
ENG 160	Technical Communications		3.0
HSS 205	Technology and Society		3.0
* MAT 110	College Algebra		3.0
MAT 111	College Trigonometry		3.0
MAT 120	Probability and Statistics		3.0
* PHY 201	Physics I		4.0
	Subtotal		25.0
B. REQUIRED CORE SUBJECT AREAS			
CPT 114	Computers and Programming		3.0
EGR 170	Engineering Materials		3.0
* EGR 175	Manufacturing Processes		3.0
* EGR 190	Statics		3.0
* EGT 110	Engineering Graphics I		4.0
	Subtotal		16.0
C. OTHER HOURS REQUIRED FOR GRADUATION			
* CHM 101	General Chemistry I		4.0
COL 101	College Orientation		1.0
EGT 105	Basic Civil Drafting		2.0
EGT 115	Engineering Graphics II		4.0
EGT 210	Engineering Graphics III		4.0
EGT 225	Architectural Drawing Applications		4.0
EGT 252	Advanced CAD		3.0
MET 211	Strength of Materials		4.0
Approved Electives--choose from listing (4.0 credit hours minimum):			
EGR 260, EGR 264, EGR 266,			
MET 214, MET 219, MET 231, MET 235			4.0
	Subtotal		30.0
	Total Credit Hours		71.0

*Courses in this program which require a minimum grade of "C."

Suggested Plan of Study

Engineering Graphics Technology Degree (Day)

First Year

Fall	Spring
COL 101	EGR 175
CPT 114	EGT 115
EGR 170	ENG 101
EGT 110	MAT 111
HSS 205	PHY 201
MAT 110	

Second Year

Fall	Spring
EGR 190	CHM 101
EGT 210	ECO 101 OR
EGT 252	PSY 105
ENG 160	EGT 105
MAT 120	EGT 225
	MET 211
	Approved Electives

Suggested Plan of Study

Engineering Graphics Technology Degree (Evening)

First Year

Fall	Spring	Summer
COL 101	MAT 111	CPT 114
EGT 110	PHY 201	ENG 101
MAT 110		

Second Year

Fall	Spring	Summer
CHM 101	EGT 115	ECO 101 OR
EGR 190	MET 211	PSY 105

Third Year

Fall	Spring	Summer
EGT 105	EGR 175	HSS 205
EGT 210	EGT 252	Approved Elective

Fourth Year

Fall	Spring	Summer
EGR 170	ENG 160	EGT 225
MAT 120	Approved Elective	

ENGINEERING GRAPHICS

This curriculum is designed for the student who is interested in a career in engineering drafting with full utilization of CAD software. Many applications are presented in order to introduce students to this career field so that they may wisely choose their direction after graduation. Some of these fields are architectural, civil, mechanical, structural, electrical, piping, and welding.

INDUSTRIAL AND ENGINEERING TECHNOLOGIES

MAJOR: ENGINEERING GRAPHICS (DAS.EG)

DIPLOMA: APPLIED SCIENCE

A. GENERAL EDUCATION			CREDITS
ECO 101	Basic Economics	OR	
PSY 105	Personal/Interpersonal Psychology		3.0
ENG 155	Communications I		3.0
HSS 205	Technology and Society		3.0
MAT 101	Beginning Algebra		<u>3.0</u>
	Subtotal		12.0
B. REQUIRED CORE SUBJECT AREAS			
CPT 170	Microcomputer Applications		3.0
* EGT 110	Engineering Graphics I		4.0
EGT 115	Engineering Graphics II		4.0
EGT 252	Advanced CAD		<u>3.0</u>
	Subtotal		14.0
C. OTHER HOURS REQUIRED FOR GRADUATION			
COL 101	College Orientation		1.0
EGR 170	Engineering Materials		3.0
* EGR 175	Manufacturing Processes		3.0
EGT 105	Basic Civil Drafting		2.0
EGT 225	Architectural Drawing Applications		4.0
ELECTIVES (min. of 2- not fewer than 4 credit hrs.)			<u>4.0</u>
	Subtotal		17.0
	Total Credit Hours		43.0

*Courses in this program which require a minimum grade of "C."

Suggested Plan of Study

Engineering Graphics Diploma (Day)

First Year

Fall	Spring	Summer
COL 101	EGR 175	EGT 225
CPT 170	EGT 105	
EGT 110	EGT 115	
HSS 205	ENG 155	
MAT 101		

Second Year Fall

ECO 101 OR
PSY 105
EGR 170
EGT 252
2 ELECTIVES

**Suggested Plan of Study
Engineering Graphics Diploma (Evening)**

First Year

Fall	Spring	Summer
COL 101	EGT 115	CPT 170
ECO 101 OR	ENG 155	EGT 225
PSY 105	MAT 101	HSS 205
EGT 110		

Second Year

Fall	Spring
EGR 170	EGR 175
EGT 105	EGT 252
ELECTIVE	ELECTIVE

ENGINEERING TRANSFER

Engineering Transfer is offered during the day at York Technical College, provides the student with the first two years of study in electrical engineering, computer engineering, mechanical engineering, computer science, and computer information systems that leads to the Bachelor of Science Degree. The student may transfer these courses to the University of South Carolina, Clemson University, South Carolina State University or the University of North Carolina at Charlotte (the student should refer to the student handbook prepared by the selected senior institution on transferring credits). This program may be adapted to fulfill the requirements for the first two years leading to engineering programs other than those listed above. This program will not complete all requirements for the Associate in Science Degree. The student may take additional courses to obtain an Associate in Science Degree, although this degree is not required for transfer to the University of South Carolina, Clemson University, or the University of North Carolina at Charlotte. A student planning to enter this program should meet with an Engineering Transfer advisor to plan the appropriate course work at York Technical College. A minimum grade of "C" is required in all courses. Senior institutions require a GPA of 3.0 in order to transfer credits into the engineering programs.

**Suggested Plan of Study, Engineering Transfer
Electrical Engineering**

First Year

Fall	Spring
CHM 110	ECE 102
ECE 101	ENG 102
EGR 281	EGR 283
ENG 101	MAT 141
MAT 140	PHY 221

Second Year

Fall	Spring
ECE 211	ECE 205
ECE 221	ECE 212
MAT 240	ECE 222
PHY 222	MAT 242
ELECTIVE	ELECTIVE

INDUSTRIAL AND ENGINEERING TECHNOLOGIES

Computer Engineering

First Year

Fall	Spring
CHM 110	ECE 102
EGR 281	EGR 283
ENG 101	ENG 102
MAT 140	MAT 141
ELECTIVE	

Second Year

Fall	Spring
ECE 211	ECE 212
ECE 221	ECE 245
ECE 240	MAT 242
MAT 240	PHY 222
PHY 221	ECE 222

Mechanical Engineering

First Year

Fall	Spring
CHM 110	CHM 111
EGR 270	EGR 275
ENG 101	ENG 102
MAT 140	MAT 141
ELECTIVE	PHY 221

Second Year

Fall	Spring
ECE 221	EGR 264
ECO 210	EGR 266
EGR 260	MAT 242
MAT 240	ELECTIVE
PHY 222	

Computer Science

First Year

Fall	Spring
EGR 281	EGR 283
ENG 101	ENG 102
MAT 140	MAT 141
ELECTIVE	ELECTIVE
ELECTIVE	

Second Year

Fall	Spring
ECE 211	BIO 101 OR
ECE 240	CHM 110
MAT 240	ECE 212
SPC 205	ECE 241
ELECTIVE	ELECTIVE

Computer Information Systems

First Year

Fall	Spring
EGR 281	EGR 283
ENG 101	ENG 102
MAT 140	MAT 141
ELECTIVE	ELECTIVE
ELECTIVE	

Second Year

Fall	Spring
ECE 211	ACC 101
ECE 240	BIO 101 OR
ECO 210	CHM 110
ELECTIVE	ECE 212
ELECTIVE	ECE 241
SPC 205	

GENERAL ENGINEERING TECHNOLOGY PROGRAM

This program is designed to provide students an opportunity to combine coursework from engineering technology programs with other coursework from other programs to develop curriculum plans that fit their individual employment objectives. Possible combinations could include engineering technology and business or engineering technology and computer science.

Upon enrolling in the General Engineering Technology program, students will meet with their assigned advisor to develop a curriculum plan which supports the students' employment objectives. A student's program must be approved by the Associate Vice President, Industrial and Engineering Technologies Division.

Students must complete all courses shown in the general education and required core subject areas. Elective courses are selected on the basis of the students' employment objectives, with the approval of their Advisor. Courses from the following engineering technology areas may be used as electives:

- Computer Engineering Technology
- Electronics Engineering Technology
- Engineering Graphics Technology
- Mechanical Engineering Technology
- Rapid Manufacturing
- Telecommunications

Courses from programs outside the IET Division may be included with an Advisor's approval.

MAJOR: GENERAL ENGINEERING TECHNOLOGY DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION			CREDITS
ECO 101	Basic Economics OR		
PSY 105	Personal/Interpersonal Psychology		3.0
* ENG 101	English Composition I		3.0
ENG 160	Technical Communications		3.0
HSS 205	Technology and Society		3.0

INDUSTRIAL AND ENGINEERING TECHNOLOGIES

* MAT 110	College Algebra	3.0
PHY 201	Physics I	<u>4.0</u>
	Subtotal	19.0

B. REQUIRED CORE SUBJECT AREAS

* CPE 107	Computer Applications for Electronics	3.0
* ECE 101	Electrical & Electronics Engineering	3.0
* EGR 175	Manufacturing Processes	3.0
* EGR 190	Statics	3.0
* EGT 110	Engineering Graphics I	4.0
* MET 211	Strength of Materials	4.0
	Subtotal	20.0

C. OTHER HOURS REQUIRED FOR GRADUATION

* COL 101	College Orientation	1.0
ELECTIVES	(28.0 credit hours minimum)	<u>28.0</u>
	Subtotal	29.0
	Total Credit Hours	68.0

*Courses in this program requiring a minimum grade of “C.”

GENERAL TECHNOLOGY PROGRAM

This program is designed to provide students an opportunity to combine occupationally oriented courses and to develop curriculum plans that fit their individual employment objectives. For example, a student who wishes to acquire a general knowledge of maintenance mechanics with specific skills as an industrial electrician may want to take both industrial mechanics and industrial electricity courses.

Upon enrolling in the General Technology program, students will meet with their assigned advisor to develop a curriculum plan which supports the students' employment objectives. The advisor will be the Department Manager or a designated instructor in the chosen field (technical specialty). A student's program must be approved by the Department Chair.

General education courses are required in all General Technology majors at the College. All general education courses shown in each major are minimum level courses. However, courses of a higher level of difficulty may be substituted for courses shown.

A student must complete all designed technical courses in one chosen program area to complete the technical specialty. This consists of a minimum of 28 semester credits in an approved degree, diploma or certificate program and an additional 12 semester credits in another technical specialty.

Additional courses from the single technical specialty selected and courses from occupational and other technical specialties may be chosen by the student to fulfill the cross-training requirements. Advisor approval is required. The Associate in Applied Science degree will be awarded with the major in General Technology.

The following Industrial and Engineering Technologies programs are participating in general technology:

Air Conditioning/Refrigeration Mechanics (AAS.GT.GTACR)
Building Construction Trades (AAS.GT.GTBCT)
Machine Tool (AAS.GT.GTMTT)
Teleproduction Technology (AAS.GT.GTTPT)
Welding (AAS.GT.GTWLD)

Other programs may participate. Please see the appropriate Department Manager for more information.

**MAJOR: GENERAL TECHNOLOGY
DEGREE: ASSOCIATE IN APPLIED SCIENCE**

A. GENERAL EDUCATION			CREDITS
ECO	101	Basic Economics	3.0
*	ENG	155 Communications I	3.0
	HSS	205 Technology and Society	3.0
*	MAT	101 Beginning Algebra OR	
*	MAT	155 Contemporary Mathematics	3.0
	PSY	105 Personal/Interpersonal Psychology	<u>3.0</u>
		Subtotal	15.0

*Courses in this program requiring a minimum grade of "C."

B. REQUIRED CORE SUBJECT AREAS

Consists of a minimum of 28 credit hours in an approved degree, diploma, or certificate program and an additional 12 credit hours in another technical specialty.

Subtotal	40.0
----------	------

C. OTHER HOURS REQUIRED FOR GRADUATION

COL	101	College Orientation	1.0
ELECTIVES	(12 credit hours minimum)		<u>12.0</u>
		Subtotal	13.0
		Total Credit Hours	68.0

INDUSTRIAL MAINTENANCE TECHNOLOGY

Industrial operations depend heavily upon well-trained personnel to keep machinery and equipment in operating condition to support production. Employees involved in maintenance, repairs, and improvement of industrial operations must be well versed in such areas as safety, electricity, pipefitting, valves, pumps, welding, power transfer, pneumatics, hydraulics, and use of hand and bench tools. They must also be capable of effective communications, interpretation of blueprints, and use of mathematics. Graduates are qualified for entry-level jobs in industrial maintenance because of the broad background offered by the curriculum. This is evidenced by the awarding of an Associate in Applied Science Degree with a major in Industrial Maintenance Technology.

**MAJOR: INDUSTRIAL MAINTENANCE TECHNOLOGY (AAS.IMT04)
DEGREE: ASSOCIATE IN APPLIED SCIENCE**

A. GENERAL EDUCATION			CREDITS
ECO	101	Basic Economics OR	
PSY	105	Personal/Interpersonal Psychology	3.0
CPT	101	Introduction to Computers	3.0
ENG	155	Communications I	3.0
HSS	205	Technology and Society	3.0
MAT	155	Contemporary Mathematics	<u>3.0</u>
		Subtotal	15.0

INDUSTRIAL AND ENGINEERING TECHNOLOGIES

B. REQUIRED CORE SUBJECT AREAS

* IMT 114	Benchwork and Assembly	2.0
* IMT 120	Mechanical Installations	5.0
* IMT 131	Hydraulics and Pneumatics	4.0
* IMT 161	Mechanical Power Applications	<u>4.0</u>
	Subtotal	15.0

C. OTHER HOURS REQUIRED FOR GRADUATION

COL 101	College Orientation	1.0
* EEM 117	DC/AC Circuits I	4.0
* EEM 121	Electrical Measurements	3.0
* EEM 140	National Electrical Code	3.0
* EEM 145	Control Circuits	3.0
* EEM 215	DC/AC Machines	3.0
* EEM 250	Programmable Logic Controllers	4.0
* IMT 102	Industrial Safety	2.0
* IMT 104	Schematics	2.0
* WLD 142	Maintenance Welding	3.0
	Directed Electives	<u>10.0 - 15.0</u>
	Subtotal	38.0 - 43.0
	Total Credit Hours	68.0 - 73.0

DIRECTED ELECTIVES – These courses must be approved by an advisor prior to beginning course work.

Industrial Electricity

* CIM 241	Automated Manufacturing Equipment	4.0
* EEM 221	DC/AC Drives	3.0
* EEM 251	Programmable Controllers	3.0
* EEM 252	Programmable Controllers Applications	3.0
* EEM 271	Sensors and System Interfacing	<u>2.0</u>
	Total	15.0

Industrial Maintenance

* ACR 108	Refrigeration Fundamentals	3.0
* ACR 110	Heating Fundamentals	4.0
* IMT 123	Air Compressors	2.0
* IMT 151	Piping Systems	3.0
* IMT 163	Problem Solving for Mechanical Applications	<u>3.0</u>
	Total	15.0

Machine Tool

* MTT 121	Machine Tool Theory I	3.0
* MTT 122	Machine Tool Practice I	4.0
* MTT 124	Machine Tool Practice II	4.0
* MTT 126	Machine Tool Practice III	<u>4.0</u>
	Total	15.0

Welding

* WLD 136	Advanced Inert Gas Welding	2.0
* WLD 152	Tungsten Arc Welding	4.0
* WLD 154	Pipe Fitting and Welding	<u>4.0</u>
	Total	10.0

*Course in this program which requires a minimum grade of "C."

Suggested Plan of Study

Industrial Maintenance Technology Degree (Day)

First Year

Fall

(1st Mini Semester)

COL 101

EEM 117

EEM 121

MAT 155

Spring

(1st Mini Semester)

CPT 101

EEM 215

ENG 155

Directed Elective

Summer

EEM 250

Directed Elective

Directed Elective

(2nd Mini Semester)

COL 101

EEM 140

EEM 145

MAT 155

(2nd Mini Semester)

CPT 101

Directed Elective

Directed Elective

ENG 155

Second Year

Fall

ECO 101 **OR**

PSY 105

IMT 102

IMT 114

IMT 120

IMT 161

Spring

HSS 205

IMT 104

IMT 131

WLD 142

Suggested Plan of Study

Industrial Maintenance Technology Degree (Evening)

First Year

Fall

COL 101

CPT 101

EEM 117

EEM 121

MAT 155

Spring

EEM 140

EEM 145

ENG 155

Summer

EEM 215

Directed Elective

Second Year

Fall

ECO 101 **OR**

PSY 105

Directed Elective

Directed Elective

Spring

EEM 250

HSS 205

Directed Elective

Summer

Directed Elective

Third Year

Fall

IMT 102

IMT 114

IMT 120

Spring

IMT 161

WLD 142

Summer

IMT 104

IMT 131

INDUSTRIAL AND ENGINEERING TECHNOLOGIES

MAJOR: INDUSTRIAL MAINTENANCE TECHNOLOGY (DAS.IMT03)

DIPLOMA: APPLIED SCIENCE

A. GENERAL EDUCATION

ECO	101	Basic Economics	OR	
PSY	105	Personal/Interpersonal Psychology		3.0
ENG	155	Communications I		3.0
MAT	155	Contemporary Mathematics		<u>3.0</u>
		Subtotal		9.0

B. REQUIRED CORE SUBJECT AREAS

* IMT	120	Mechanical Installation		5.0
* IMT	131	Hydraulics & Pneumatics		4.0
* IMT	161	Mechanical Power Applications		<u>4.0</u>
		Subtotal		13.0

C. OTHER HOURS REQUIRED FOR GRADUATION

CREDITS

* ACR	108	Refrigeration Fundamentals		3.0
* ACR	110	Heating Fundamentals		4.0
COL	101	College Orientation		1.0
* IMT	102	Industrial Safety		2.0
* IMT	104	Schematics		2.0
* IMT	114	Benchwork & Assembly		2.0
* IMT	123	Air Compressors		2.0
* IMT	151	Piping Systems		3.0
* IMT	163	Problem Solving for Mechanical Applications		3.0
* WLD	142	Maintenance Welding		<u>3.0</u>
		Subtotal		25.0
		Total Credit Hours		47.0

*Courses in this program requiring a minimum grade of "C."

Suggested Plan of Study

Industrial Maintenance Technology Diploma (Day)

Fall	Spring	Summer
COL 101	ACR 110	ACR 108
IMT 102	ENG 155	ECO 101 OR
IMT 114	IMT 104	PSY 105
IMT 120	IMT 131	IMT 123
IMT 161	WLD 142	IMT 151
MAT 155		IMT 163

Suggested Plan of Study

Industrial Maintenance Technology Diploma (Evening)

First Year

Fall	Spring	Summer
COL 101	ENG 155	ENG 155
IMT 102	IMT 161	IMT 104
IMT 114	WLD 142	IMT 131
IMT 120		
MAT 155		

Second Year

Fall	Spring	Summer
ACR 108	ECO 101 OR	IMT 151
ACR 110	PSY 105	IMT 163
	IMT 123	

MAJOR: INDUSTRIAL ELECTRICITY/ELECTRONICS (DAS.EEM)

DIPLOMA: APPLIED SCIENCE

A. GENERAL EDUCATION			CREDITS
ECO 101	Basic Economics OR		
PSY 105	Personal/Interpersonal Psychology		3.0
ENG 155	Communications I		3.0
MAT 155	Contemporary Mathematics		<u>3.0</u>
	Subtotal		9.0
B. REQUIRED CORE SUBJECT AREAS			
* EEM 117	AC/DC Circuits I		4.0
* EEM 140	National Electrical Code		3.0
* EEM 145	Control Circuits		3.0
* EEM 201	Electronic Devices I		<u>3.0</u>
	Subtotal		13.0
C. OTHER HOURS REQUIRED FOR GRADUATION			
* CIM 241	Automated Manufacturing Equipment		4.0
COL 101	College Orientation		1.0
* EEM 121	Electrical Measurements		3.0
* EEM 215	DC/AC Machines		3.0
* EEM 221	DC/AC Drives		3.0
* EEM 250	Programmable Logic Controllers		4.0
* EEM 251	Programmable Controllers		3.0
* EEM 252	Programmable Controllers Applications		3.0
* EEM 271	Sensors and System Interfacing		<u>2.0</u>
	Subtotal		26.0
	Total Credit Hours		48.0

*Courses in this program requiring a minimum grade of "C."

Suggested Plan of Study

Industrial Electricity/Electronics Diploma (Day)

Fall	Spring	Summer
(1st Mini Semester)	(1st Mini Semester)	(1st Mini)
COL 101	EEM 201	ECO 101 or
EEM 117	EEM 215	PSY 105
EEM 121	EEM 251	EEM 250
MAT 155	ENG 155	EEM 271
(2nd Mini Semester)	(2nd Mini Semester)	(2nd Mini)
COL 101	EEM 201	CIM 241
EEM 140	EEM 221	ECO 101 or
EEM 145	EEM252	PSY 105
MAT 155	ENG 155	EEM 271

INDUSTRIAL AND ENGINEERING TECHNOLOGIES

Suggested Plan of Study

Industrial Electricity/Electronics Diploma (Evening)

First Year

Fall

COL 101

EEM 117

EEM 121

MAT 155

Spring

EEM 140

EEM 145

ENG 155

Summer

EEM 201

EEM 215

EEM 251

Second Year

Fall

ECO 101 **OR**

PSY 105

EEM 221

EEM 252

Spring

EEM 250

EEM 271

Summer

CIM 241

CERTIFICATE: BASIC ELECTRICITY (CT.EEMBE)

A. REQUIRED CORE SUBJECT AREAS

CREDITS

* EEM 117 AC/DC Circuits I

4.0

* EEM 121 Electrical Measurements

3.0

* EEM 140 National Electrical Code

3.0

Total Credit Hours

10.0

*Courses in the program requiring a minimum grade of "C."

Suggested Plan of Study

Basic Electricity Certificate (Day)

Fall (1st Mini Semester)

EEM 117

EEM 121

Fall (2nd Mini Semester)

EEM 140

Suggested Plan of Study

Basic Electricity Certificate (Evening)

Fall

EEM 117

EEM 121

Spring

EEM 140

CERTIFICATE: MOTORS AND CONTROLS (CT.EEMMC)

A. REQUIRED CORE SUBJECT AREAS

CREDITS

* EEM 145 Control Circuits

3.0

* EEM 215 DC/AC Machines

3.0

* EEM 221 DC/AC Drives

3.0

Total Credit Hours

9.0

*Courses in this program requiring a minimum grade of "C."

Suggested Plan of Study**Motors and Controls Certificate (Day)****Fall (2nd Mini Semester)**

EEM 145

Spring (1st Mini Semester)

EEM 215

Spring (2nd Mini Semester)

EEM 221

Suggested Plan of Study**Motors and Controls Certificate (Evening)****Spring**

EEM 145

Summer

EEM 215

Fall

EEM 221

CERTIFICATE: PROGRAMMABLE CONTROLLERS (CT.EEMPC)**A. REQUIRED CORE SUBJECT AREAS****CREDITS**

* EEM 250	Programmable Logic Controllers	4.0
* EEM 251	Programmable Controllers	3.0
* EEM 252	Programmable Controllers Applications	<u>3.0</u>
	Total Credit Hours	10.0

*Courses in this program requiring a minimum grade of "C."

Suggested Plan of Study**Programmable Controllers Certificate (Day)****Spring (1st Mini Semester)**

EEM 251

Spring (2nd Mini Semester)

EEM 252

Summer (1st Mini)

EEM 250

Suggested Plan of Study**Programmable Controllers Certificate (Evening)****Summer**

EEM 251

Fall

EEM 252

Spring

EEM 250

MACHINE TOOL

The Machine Tool Technology curriculum prepares the student for opportunities as a machinist, CNC operator, manufacturing process technician, and quality control technician. Machine Tool Technology includes two courses of study: Machine Shop and Computer Numerical Control (CNC) Machines. Machine Tool students will work in the Machine Tool laboratory with milling machines, grinders, lathes, drill presses, metal cutting saws, and CNC machines. The program includes the study of taper and angular calculations, geometric construction, screw threads, blue print reading, CNC programming, and CNC operations.

Machine Tool students will learn to use precision measuring instruments. Using manual machines or CNC machines the student will make intricate metal parts. The student will also learn heat treating and how to use a CAD/CAM system. Three programs are offered: General Technology Degree, Machine Tool Diploma, and a Certificate, with concentration in Machine Tool. The General Technology Degree provides students with training in both manual and computer-aided machining. The diploma program trains students in manual machining techniques. The CNC certificate trains students in the operation and programming of Computer Numerical Control Machines.

INDUSTRIAL AND ENGINEERING TECHNOLOGIES

The Machine Tool Technology Department at York Technical College is an accredited site for the National Institute for Machining Skills known as NIMS. With this accreditation, students can earn credentials that are nationally recognized. To earn these credentials, the student will manufacture parts according to the blue print and take a written test.

MAJOR: MACHINE TOOL (DAS.MTT) DIPLOMA: INDUSTRIAL TECHNOLOGY

A. GENERAL EDUCATION			CREDITS
ECO 101	Basic Economics	OR	
PSY 105	Personal/Interpersonal Psychology		3.0
* ENG 155	Communications I		3.0
* MAT 155	Contemporary Mathematics		<u>3.0</u>
	Subtotal		9.0
B. REQUIRED CORE SUBJECT AREAS			
* EGT 128	Machine Tool Print Layout		2.0
* MTT 121	Machine Tool Theory I		3.0
* MTT 122	Machine Tool Practice I		4.0
* MTT 124	Machine Tool Practice II		<u>4.0</u>
	Subtotal		13.0
C. OTHER HOURS REQUIRED FOR GRADUATION			
COL 101	College Orientation		1.0
* EGT 212	Machine Tool Print Topics		2.0
* MTT 126	Machine Tool Practice III		4.0
* MTT 141	Metals and Heat Treatment		3.0
* MTT 147	Tool and Cutter Grinding		2.0
* MTT 215	Tool Room Machining I		4.0
* MTT 216	Tool Room Machining II		4.0
* MTT 254	CNC Programming I		3.0
	Subtotal		<u>23.0</u>
	Total Credit Hours		45.0

*Courses in this program require a minimum grade of "C."

Suggested Plan of Study Machine Tool Diploma (Day)

Fall	Spring	Summer
COL 101	ECO 101 OR	MTT 215
EGT 128	PSY 105	MTT 216
ENG 155	EGT 212	MTT 254
MAT 155	MTT 124	
MTT 121	MTT 126	
MTT 122	MTT 147	
MTT 141		

Suggested Plan of Study Machine Tool Diploma (Evening)

First Year

Fall	Spring	Summer
COL 101	ENG 155	MTT 124
EGT 128	MAT 155	
MTT 121	MTT 122	

Second Year

Fall

EGT 212

MTT 126

Spring

ECO 101 **OR**

PSY 105

MTT 141

MTT 147

Summer

MTT 215

Third Year

Fall

MTT 216

MTT 254

ADVANCED CNC MACHINIST

The Advanced CNC Machinist Certificate provides the student with instruction in advanced skills needed for employment in facilities utilizing automated manufacturing and robotics. This certificate program, when combined with courses from the Industrial Maintenance Technology program, leads to a general technology degree whose graduates have Mechatronics and Advanced CNC machining skills that are highly valued by employers. The Advanced CNC Machinist Certificate helps the student develop skills in the following areas: (1) geometric dimensioning and tolerancing and understanding the requirements of precision machining; (2) operation, set-up, and programming of CNC machines with as many as nine programmable axes; (3) operation and programming of Coordinate Measuring Machines (CMMs); and (4) programming of complex CNC machines with the aid of Computer-Aided-Machining (CAM) software.

CERTIFICATE: ADVANCED CNC MACHINIST (CT.ACNC)

A. REQUIRED CORE SUBJECT AREAS

A. REQUIRED CORE SUBJECT AREAS				CREDITS
*	EGT	128	Machine Tool Print Layout	2.0
*	EGT	130	Geometric Dimensioning and Tolerancing Applications	3.0
*	EGT	151	Introduction to CAD	3.0
*	MAT	155	Contemporary Mathematics	3.0
*	MTT	121	Machine Tool Theory I	3.0
*	MTT	145	Machining of Metals	3.0
*	MTT	253	CNC Programming and Operations	3.0
*	MTT	254	CNC Programming I	3.0
*	MTT	255	CNC Programming II	3.0
*	MTT	258	Machine Tool CAM	3.0
*	MTT	270	Operation and Programming of Coordinate Measuring Machines	3.0
			Total Credit Hours	32.0

*Courses in this program requiring a minimum grade of "C."

Suggested Plan of Study

Advanced CNC Machinist Certificate (Day)

Fall

EGT 128

MAT 155

MTT 121

Spring

EGT 130

EGT 151

MTT 145

MTT 253

Summer

MTT 254

MTT 255

MTT 258

MTT 270

INDUSTRIAL AND ENGINEERING TECHNOLOGIES

MECHANICAL ENGINEERING TECHNOLOGY

The Mechanical Engineering Technology program is accredited by the Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012 or phone (410 347-7700). It gives students skills that can be applied to the creation and utilization of mechanical power. The program's graduates can provide technical support and planning in a range of areas: machine design, plant engineering, testing, research, quality, instrumentation, production, sales, and safety.

The curriculum has been broadly designed so that regardless of the type of industry they enter, graduates will be able to apply their entry level skills to their job and understand how it fits in the overall operation. Practical applications and analytical skills are stressed.

MAJOR: MECHANICAL ENGINEERING TECHNOLOGY (AAS.MET) DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION			CREDITS
	ECO 101	Basic Economics OR	
	PSY 105	Personal/Interpersonal Psychology	3.0
*	ENG 101	English Composition I	3.0
	ENG 160	Technical Communications	3.0
	HSS 205	Technology and Society	3.0
*	MAT 110	College Algebra	3.0
	MAT 111	College Trigonometry	3.0
*	PHY 201	Physics I	<u>4.0</u>
		Subtotal	22.0
B. REQUIRED CORE SUBJECT AREAS			
	CPT 114	Computers and Programming	3.0
	EGR 170	Engineering Materials	3.0
*	EGR 175	Manufacturing Processes	3.0
*	EGT 110	Engineering Graphics I	4.0
	MET 211	Strength of Materials	<u>4.0</u>
		Subtotal	17.0
C. OTHER HOURS REQUIRED FOR GRADUATION			
*	CHM 101	General Chemistry I	4.0
	COL 101	College Orientation	1.0
*	EGR 190	Statics	3.0
	EGT 115	Engineering Graphics II	4.0
	MAT 120	Probability and Statistics	3.0
	MET 214	Fluid Mechanics	3.0
	MET 222	Thermodynamics	4.0
	MET 231	Machine Design	4.0
Approved Electives--choose from listing (4.0 credit hours minimum):			
	EGR 260, EGR 264, EGR 266, EGT 105, EGT 210, EGT 225, EGT 252, MET 219, MET 235		<u>4.0</u>
		Subtotal	30.0
		Total Credit Hours	69.0

*Courses in this program which require a minimum grade of "C."

Suggested Plan of Study

Mechanical Engineering Technology Degree (Day)

First Year

Fall	Spring
COL 101	EGR 175
CPT 114	EGT 115
EGR 170	ENG 101
EGT 110	MAT 111
HSS 205	PHY 201
MAT 110	

Second Year

Fall	Spring
CHM 101	ECO 101 OR
EGR 190	PSY 105
ENG 160	MET 211
MAT 120	MET 222
MET 214	MET 231
Approved Elective	Approved Elective

Suggested Plan of Study

Mechanical Engineering Technology Degree (Evening)

First Year

Fall	Spring	Summer
COL 101	MAT 111	CPT 114
EGT 110	PHY 201	ENG 101
MAT 110		

Second Year

Fall	Spring	Summer
CHM 101	EGT 115	ECO 101 OR
EGR 190	MET 211	PSY 105

Third Year

Fall	Spring	Summer
MET 214	EGR 175	HSS 205
Approved Elective	MET 222	Approved Elective

Fourth Year

Fall	Spring
EGR 170	ENG 160
MAT 120	MET 231

ADVANCED TELECOMMUNICATIONS

The Advanced Telecommunications Certificate Program is designed to meet the need for electronics technicians with specific knowledge of the telecommunications industry. New communications technologies have caused growth in the telecommunications industry. This growth has created a demand for technicians with specialized training in this field. Upon

INDUSTRIAL AND ENGINEERING TECHNOLOGIES

completion of this program, a student would have a basic understanding of wireless communications, fiber optics, the local loop, and wide area networks.

Admission to the Advanced Telecommunications Certificate Program requires the completion of the Associate Degree in Electronics Engineering Technology or an equivalent program with a GPA of 2.5, or appropriate work experience.

CERTIFICATE: ADVANCED TELECOMMUNICATIONS (CT.EETTC)

A. REQUIRED CORE SUBJECT AREAS

CREDITS

TEL 110	Telecommunications Network Planning	3.0
TEL 201	Transmission Design Fundamentals	3.0
TEL 220	Wireless Communications Overview	2.0
TEL 240	Fiber Optics Theory	<u>2.0</u>
	Total Credit Hours	10.0

Suggested Plan of Study

Advanced Telecommunications Certificate (Online)

Summer

TEL 110
TEL 201
TEL 220
TEL 240

BASIC TELECOMMUNICATIONS

The Basic Telecommunications Certificate Program provides entry-level telecommunications skills such as an overview of the plain-old-telephone system, basic cable (copper and fiber) connections, basic troubleshooting skills (use of digital multimeter), telephone networks and principles and MS-Office skills. This program will target those people with little or no background in electronics who anticipate working in the telecommunications industry as equipment installers.

CERTIFICATE: BASIC TELECOMMUNICATIONS (CT.EETBT)

A. REQUIRED CORE SUBJECT AREAS

CREDITS

* CPE 107	Computer Applications for Electronics	3.0
* TEL 101	Fundamentals of Telecommunications	2.0
* TEL 103	Telecommunications Cables and Connectors	1.0
* TEL 104	Fiber Optic Communications	1.0
* TEL 105	Telecommunications Principles	<u>4.0</u>
	Total Credit Hours	11.0

*Course in this program which requires a minimum grade of "C."

Suggested Plan of Study

Basic Telecommunications Certificate (Day and Evening)

Fall and Spring

CPE 107
TEL 101
TEL 103
TEL 104
TEL 105

TELEPRODUCTION TECHNOLOGY

The program in Teleproduction Technology is designed for persons interested in learning video production techniques for positions in commercial and cable broadcasting, instructional television, industrial, medical, and governmental video production and the like. Students will spend three semesters in a curriculum designed for mostly “hands-on” learning.

The program includes courses in photography, broadcasting, audio production, studio and field production, editing, lighting, and other related classes. Two semesters of work experience are provided during externship at York Tech and WNSC-TV 30, which is located on the York Technical College’s campus. The student who graduates earns a diploma in teleproduction and leaves with the knowledge and skills necessary to work in the rapidly expanding field of television and video productions.

MAJOR: TELEPRODUCTION TECHNOLOGY (DAS.TPT)
DIPLOMA: APPLIED SCIENCE

A. GENERAL EDUCATION

ECO 101	Basic Economics	OR	
PSY 105	Personal/Interpersonal Psychology		3.0
* ENG 155	Communications I		3.0
HSS 205	Technology and Society		3.0
* MAT 155	Contemporary Mathematics		<u>3.0</u>
	Subtotal		12.0

B. REQUIRED CORE SUBJECT AREAS

* RTV 101	Audio Techniques		3.0
* RTV 103	Field Operations		3.0
* RTV 105	Television Studio Operation		3.0
* RTV 107	Producing and Directing		<u>3.0</u>
	Subtotal		12.0

C. OTHER HOURS REQUIRED FOR GRADUATION

*+ CGC 105	Basic Photography		3.0
* CGC 213	Audio-Visual Techniques		3.0
COL 101	College Orientation		1.0
* RTV 110	Writing for Television		3.0
RTV 202	Teleproduction Externship I		1.0
RTV 203	Teleproduction Externship II		2.0
RTV 204	Teleproduction Externship III		2.0
* RTV 205	Broadcast Electronics		3.0
	ELECTIVE		<u>3.0</u>
	Subtotal		21.0
	Total Credit Hours		45.0

+CGC 105 requires student-provided digital camera.

*Courses in this program which require a minimum grade of “C.”

Suggested Plan of Study**Teleproduction Technology Diploma (Day)**

Fall	Spring	Summer
CGC 105	CGC 213	RTV 107
COL 101	HSS 205	RTV 204

INDUSTRIAL AND ENGINEERING TECHNOLOGIES

ECO 101	MAT 155	RTV 205
PSY 105	RTV 103	ELECTIVE
ENG 155	RTV 110	
RTV 101	RTV 203	
RTV 105		
RTV 202		

WELDING

The Welding curriculum is designed for persons who seek a background in the basic principles and practices of welding. It is also valuable for those now engaged in welding who want to increase their welding skills. Students receive training in theory and practice relating to gas, arc, TIG, and MIG welding processes in accordance with current industrial practices. The content is based upon the studies and recommended practices of the American Welding Society and other welding authorities. Each major process is presented as a core program providing a comprehensive treatment of equipment, filler rod material, joints and welds, weld testing, safety, welding symbols, and the fundamentals of print reading. Job opportunities include sheet metal, job shop, structural steel, maintenance, and construction welding.

Four programs are offered: two certificate programs, a diploma program and a General Technology Degree program with a concentration in Welding.

MAJOR: WELDING (DAS.WLD)

DIPLOMA: APPLIED SCIENCE

A. GENERAL EDUCATION

CREDITS

ECO 101	Basic Economics	OR	
PSY 105	Personal/Interpersonal Psychology		3.0
ENG 155	Communications I		3.0
MAT 155	Contemporary Mathematics		<u>3.0</u>
	Subtotal		9.0

B. REQUIRED CORE SUBJECT AREAS

* EGT 114	Welding Print Basics	2.0
* WLD 104	Gas Welding and Cutting	2.0
* WLD 111	Arc Welding I	4.0
* WLD 152	Tungsten Arc Welding	4.0
* WLD 212	Destructive Testing	<u>2.0</u>
	Subtotal	14.0

C. OTHER HOURS REQUIRED FOR GRADUATION

COL 101	College Orientation	1.0
* EGT 117	Welding Print Principles	2.0
* IMT 102	Industrial Safety	2.0
* WLD 113	Arc Welding II	4.0
* WLD 136	Advanced Inert Gas Welding	2.0
* WLD 154	Pipe Fitting and Welding	4.0
* WLD 201	Welding Metallurgy	2.0
* WLD 208	Advanced Pipe Welding	<u>3.0</u>
	Subtotal	20.0
	Total Credit Hours	43.0

*Courses in this program requiring a minimum grade of "C."

**Suggested Plan of Study
Welding Diploma (Day)**

Fall	Spring	Summer
COL 101	ECO 101 OR	ENG 155
EGT 114	PSY 105	WLD 154
IMT 102	EGT 117	WLD 201
MAT 155	WLD 113	WLD 208
WLD 104	WLD 136	WLD 212
WLD 111	WLD 152	

**Suggested Plan of Study
Welding Diploma (Evening)**

First Year

Fall	Spring	Summer
COL 101	ECO 101 OR	WLD 136
EGT 114	PSY 105	WLD 152
IMT 102	EGT 117	
MAT 155	WLD 104	
WLD 111	WLD 113	

Second Year

Fall	Spring
ENG 155	WLD 208
WLD 154	
WLD 201	
WLD 212	

CERTIFICATE: BASIC WELDING (CT.WLDBW)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* WLD 104 Gas Welding and Cutting	2.0
* WLD 111 Arc Welding I	4.0
* WLD 113 Arc Welding II	4.0
Total Credit Hours	10.0

*Courses in this program require a minimum grade of "C."

**Suggested Plan of Study
Basic Welding Certificate (Day)**

Fall	Spring
WLD 104	WLD 113
WLD 111	

**Suggested Plan of Study
Basic Welding Certificate (Evening)**

Fall	Spring
WLD 111	WLD 104
	WLD 113

INDUSTRIAL AND ENGINEERING TECHNOLOGIES

CERTIFICATE: MIG TIG AND PIPE WELDING (CT.WLDMT)

A. REQUIRED CORE SUBJECT AREAS

* WLD 136	Advanced Inert Gas Welding	2.0
* WLD 152	Tungsten Arc Welding	4.0
* WLD 154	Pipe Fitting and Welding	<u>4.0</u>
	Total Credit Hours	10.0

*Courses in this program requiring a minimum grade of “C.”

Suggested Plan of Study

MIG TIG and Pipe Welding Certificate (Day)

Spring	Summer
WLD 136	WLD 154
WLD 152	

Suggested Plan of Study

MIG TIG and Pipe Welding Certificate (Evening)

Summer	Fall
WLD 136	WLD 154
WLD 152	

INSTRUCTIONAL SERVICES

CORPORATE AND CONTINUING EDUCATION

General Information

The Corporate and Continuing Education Division of York Technical College offers a wide range of programs for individuals seeking a new career, wanting to upgrade their current occupational skills, or desiring to enrich their life. Our programs can also be tailored to meet the special needs of businesses, industries, nonprofits, healthcare providers, and other organizations.

Courses are offered in a variety of flexible schedules and formats including instructor-led, online, or a combination. Courses are taught by certified instructors in state-of-the-art computer and high-tech presentation rooms at one or more of our convenient locations: main campus in Rock Hill, or Kershaw and Chester Centers. Corporate training can be custom designed and conducted on a campus or at the company site for the convenience of employees. Programs areas include:

Allied Health	Licensing & Certification
Business & Computer Training	Line Worker Training
Construction Trades	Management & Supervisory
Entrepreneurship	Manufacturing Productivity
Heavy Equipment	Personal /Community Interest
Industrial & Engineering Technology	Truck Driver
Lean Manufacturing/Six Sigma	Workforce Education/Work Keys

Many of our courses and programs are approved through state agencies such as SC DMV or DHEC. The most up-to-date information on class dates and times can be found on our webpage at <http://www.yorktech.com/CE/index.php> or listed monthly in the Rock Hill Herald newspaper. For more information on public classes or to contact one of our corporate training specialists, call (803) 325-2888.

Registration

Registration for public continuing education classes may be made in person, by mail, by telephone at (803) 325-2888, by fax at (803) 981-7327, or online with a credit card. Tuition may be paid by cash, check, MasterCard, Visa, Discover or American Express. Registration and pre-payment are required before classes begin.

Fees

Fees are published on the Corporate and Continuing Education website. For some courses, tuition fees do not include cost of textbooks or other supplies. Pre-payment is required.

Refunds

To ensure participation, students should register five business days prior to the start of class. Refunds will not be given to persons cancelling less than two business days prior to the start of class. If we are forced to cancel a class due to low enrollment, full refunds will be made.

NOTE: Some certificate programs may have non refundable seating fees.

CEU Credit

Students who satisfactorily complete occupational skills courses receive a certificate of completion and Continuing Education Units (CEU) as appropriate. One CEU is awarded for every 10 contact hours of a course.

Meetings, Seminars, and Conferences

Professional development seminars, workshops, and conferences are offered at the Baxter Hood Center on the main campus. Specialized meetings, seminars or conferences can also be designed to meet the unique needs of small or large groups. Our corporate trainers can deliver

quality employee training at affordable rates. The Center's state-of-the-art technology can also be integrated into the learning experience. For more information, call (803) 325-2888.

DISTANCE LEARNING OPPORTUNITIES

Distance learning classes are the same as credit classes taught on the main campus except for the method by which they are delivered. Specific classes are listed in the Course Schedule found on the College's website. Admission, registration, and tuition are the same for classes on the main campus. Call the Distance Learning Office at (803) 327-8038 or 1-800-922-TECH, or send an e-mail to dewey@yorktech.com for more information.

TELECLASSES

Teleclasses are live audio/video interactive classes that are delivered from York Technical College's main campus to other sites. York Technical College may also receive classes from other sites. Students at the main campus interact with students at the distance learning sites.

TELECOURSES

If you are a self-motivated, self-directed, and independent learner, you may enjoy a telecourse. York Technical College is trying to meet the needs of students who are time-bound, place-bound, or just need some flexibility in their schedule by offering telecourses. Some telecourses combine pre-packaged videotaped instruction, textbook, study guides, and instructor support. Textbook-based courses do not have a video component.

ONLINE COURSES

Online courses are taught on the Internet, and it is recommended that students have a computer manufactured no earlier than 2002 with a Windows XP or Vista operating system. Students also must have access to the Internet - preferably with a DSL or cable modem or access to the campus open computer labs. Some basic Internet skills are necessary to be successful in online courses. Please contact the Distance Learning Office at (803) 327-8038, or check the Distance Learning web page at <http://www.yorktech.com/edutech/index.asp> for information on the courses that are available. Continuing Education classes can be found under individual programs at <http://www.yorktech.com/continuinged.asp>.

HYBRID COURSES

Hybrid courses consist of a combination of traditional and online instruction which alters the class schedule. Students should expect to meet some classes and/or labs on campus in addition to using a computer for instruction.

WORK-BASED LEARNING

Work-based Learning (WBL) integrates classroom study with hands-on experience. A student will have specific periods of attendance at York Technical College and specific periods of employment. There are three types of WBL programs offered at the College: cooperative work experience, internship, and apprenticeship. Call (803) 981-7244 or send an email to segal@yorktech.com for more information.

EXCELS

EXCELS (EXcellence through College Enrollment for LearnerS) is a program that provides opportunities for high school juniors and seniors to earn dual credit for high school and college-level courses while still enrolled in high school. Typically, advanced high school courses and entry-level college courses can be coordinated as EXCELS courses. High school students who complete EXCELS courses will receive a college transcript, and many courses will transfer to other two-year and four-year institutions in South Carolina.

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

York Technical College is a progressive institution and, as such, even many “traditional” courses use various aspects of computer technology. Students should expect to use computer tools such as the Internet, email, electronic library databases, D2L (an online learning management system), WebAdvisor, and various software packages. The specific expectations for individual courses are detailed in the course materials from the instructor. The course descriptions listed on the following pages are general descriptions of course content.

As you consider the courses to select, please keep in mind that *appropriate placement test scores are required for math, reading, and English courses* and that some departments require a minimum grade to enter the next course level. Students may take higher level courses than required in their program of study as long as all course prerequisites are met.

ENG 031, MAT 031, MAT 032, and RDG 031 are developmental courses and do not count for credit in any program. ENG 100, and RDG 100 are prerequisite courses leading to competencies needed for higher level courses. These courses WILL NOT fulfill credit requirements for the general education or elective credit in associate degree programs or for LIFE Scholarships. All elective credits in associate degree programs must be chosen from courses which are at or above the entry level required by the program. Therefore, it is important for the student to see an advisor each semester to assist in selecting appropriate courses so that the student can make progress toward the program goal.

Exemption tests are available for a number of courses. Contact Student Services for more information about exemption routes to consider.

ACC 101 ACCOUNTING PRINCIPLES I 3.0 CR

This course introduces basic accounting procedures for analyzing, recognizing, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. (Prerequisites: Exemption or completion of ACC 111—Minimum grade of “C” and RDG 100 or equivalent)

ACC 102 ACCOUNTING PRINCIPLES II 3.0 CR

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis. (Prerequisite: ACC 101—Minimum grade of “C”)

ACC 111 ACCOUNTING CONCEPTS 3.0 CR

This course is a study of the principles of the basic accounting functions—collecting, recording, analyzing, and reporting information.

ACC 120 FEDERAL INCOME TAX 3.0 CR

This course is a study of the income tax structure from the standpoint of the individual, partnership, and corporation.

ACC 124 INDIVIDUAL TAX PROCEDURES 3.0 CR

This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.

ACC 130 STATE TAX PROCEDURES 1.0 CR

This course is a study of the basic state tax procedures pertaining to individuals and business.

COURSE DESCRIPTIONS

ACC 150 PAYROLL ACCOUNTING

3.0 CR

This course introduces the major tasks of payroll accounting, employment practices, federal, state, and local governmental laws and regulations, internal controls, and various forms and records. (Prerequisite: ACC 111 or ACC 101—Minimum grade of “C”)

ACC 201 INTERMEDIATE ACCOUNTING I

3.0 CR

This course explores fundamental processes of accounting theory, including the preparation of financial statements. (Prerequisite: ACC 102—Minimum grade of “C”)

ACC 202 INTERMEDIATE ACCOUNTING II

3.0 CR

This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports. (Prerequisite: ACC 201—Minimum grade of “C”)

ACC 230 COST ACCOUNTING I

3.0 CR

This course is a study of the accounting principles involved in job order cost systems. (Prerequisite: ACC 102—Minimum grade of “C”)

ACC 231 COST ACCOUNTING II

3.0 CR

This course is a study of the accounting principles involving processing and standard cost systems. (Prerequisite: ACC 230—Minimum grade of “C”)

ACC 240 COMPUTERIZED ACCOUNTING

3.0 CR

This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports and documents. (Prerequisite: ACC 111 —Minimum grade of “C”)

ACC 241 COMPUTERIZED PATIENT BILLING

1.0 CR

This course provides practical applications of complete patient billing and insurance procedures for the medical office.

ACC 242 SMALL BUSINESS SOFTWARE

1.0 CR

This course includes the use of current integrated software suitable for small business operations. (Prerequisite: ACC 111 —Minimum grade of “C”)

ACC 243 COMPUTERIZED SPREADSHEETS

1.0 CR

This course introduces the use of spreadsheets involving accounting problems. The software used is EXCEL. (Prerequisite: ACC 111 —Minimum grade of “C”)

ACC 245 ACCOUNTING APPLICATIONS

3.0 CR

This course introduces microcomputer accounting using data base software and/or electronic spreadsheets. (Corequisite: ACC 102)

ACR 102 TOOLS AND SERVICE TECHNIQUES

3.0 CR

This course is a basic study of the uses of tools and service equipment used in the installation and repair of HVAC equipment. (Prerequisite: RDG 031 or equivalent)

ACR 108 REFRIGERATION FUNDAMENTALS

3.0 CR

This course is an introduction to the principles of refrigeration. (Prerequisite: RDG 031 or equivalent and ACR 102)

ACR 110 HEATING FUNDAMENTALS

4.0 CR

This course covers the basic concepts of oil, gas, and electric heat, their components and operation. (Prerequisite: RDG 031 or equivalent)

ACR 120 BASIC AIR CONDITIONING

4.0 CR

This course is a study of various types of air conditioning equipment including electrical components, schematics and service to the refrigerant circuit. (Prerequisite: ACR 108 or equivalent)

ACR 150 BASIC SHEETMETAL

2.0 CR

This course covers the tools and procedures required in the fabrication of duct work. (Prerequisite: RDG 031 or equivalent)

ACR 210 HEAT PUMPS

4.0 CR

This course is a study of theory and operational principles of the heat pump. (Prerequisite or corequisite: ACR 120)

ACR 220 ADVANCED AIR CONDITIONING

4.0 CR

This course is an advanced study of air conditioning systems. (Prerequisite: ACR 120)

ACR 221 RESIDENTIAL LOAD CALCULATIONS

2.0 CR

This course is a study of heat losses/gains in residential structures. (Prerequisite: RDG 031 or equivalent)

ACR 224 CODES AND ORDINANCES

2.0 CR

This course covers instruction on how to reference appropriate building codes and ordinances and where they apply to installation of heating and air conditioning equipment. (Prerequisite: RDG 031 or equivalent)

AET 103 INTERNATIONAL BUILDING AND RESIDENTIAL CODES

3.0 CR

This course is an introduction to the international building codes and the international residential codes, as well as local code requirements. (Prerequisite: RDG 031 or equivalent)

AHS 101 INTRODUCTION TO HEALTH PROFESSIONS

2.0 CR

This course provides a study of the health professions and the health care industry.

AHS 102 MEDICAL TERMINOLOGY

3.0 CR

This course covers medical terms including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation. (Prerequisite: RDG 100, ENG 100 or equivalent)

AHS 108 NUTRITION

3.0 CR

This course is a study of nutrition and diet therapy as related to health care. (Pre-requisite RDG 101 or equivalent, Eng 101 or equivalent.)

AHS 113 HEAD AND NECK ANATOMY

1.0 CR

This course provides a detailed study of the structure of the head and neck with a specific emphasis on structure as it pertains to the student of dental science. (Prerequisites: DHG 154, DHG 125, DHG 115; Corequisites: DHG 165, DHG- 121)

COURSE DESCRIPTIONS

AHS 116 PATIENT CARE RELATIONS 3.0 CR

This course includes a study of the psychological and emotional effect of illness, hospitalization and recuperation upon the patient, others, and health care providers.

AHS 117 THE CARE OF PATIENTS 4.0 CR

This course includes a study of concepts required to assist in nurse assisting.

AHS 120 RESPONDING TO EMERGENCIES 2.0 CR

This course is a study of emergency care procedures utilizing first aid and CPR principles.

AHS 121 PHARMACOLOGY 2.0 CR

This course covers the nature of drugs, their action(s) in the body and their side effects. (Prerequisite: RDG 101 or equivalent)

AHS 144 PHLEBOTOMY PRACTICUM 5.0 CR

This course provides a detailed study and practice of phlebotomy procedures utilized in hospital settings, clinical facilities, and physicians' offices.

AOT 101 INTRODUCTION TO KEYBOARDING 2.0 CR

This is an introductory course in touch keyboarding.

AOT 105 KEYBOARDING 3.0 CR

This course focuses on the mastery of touch keyboarding.

AOT 106 KEYBOARDING LAB I 1.0 CR

This lab focuses on improving keyboarding speed and accuracy. (Prerequisite: AOT 105 – Minimum grade of “C”)

AOT 110 DOCUMENT FORMATTING 3.0 CR

This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies. (Prerequisites: AOT 105—Minimum grade of “C”- and RDG 100 or equivalent)

AOT 121 TRANSCRIPTION 3.0 CR

This course provides experiences in transcribing documents from dictation. Emphasis is placed on development of accuracy, effective listening techniques, and proper punctuation of business documents. (Prerequisites: AOT 110 and AOT 134 – Minimum grades of “C”)

AOT 133 PROFESSIONAL DEVELOPMENT 3.0 CR

This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job-seeking skills, office etiquette, ethics, and time and stress management.

AOT 134 OFFICE COMMUNICATIONS 3.0 CR

This course is a study of grammar, punctuation, and written communication skills for the office environment. (Prerequisite: ENG 031) (Corequisite: AOT 105)

AOT 135 DATA ENTRY 3.0 CR

This course introduces data entry techniques. (Prerequisite: AOT 105 or keyboarding skills)

AOT 137 OFFICE ACCOUNTING 3.0 CR

This course introduces the fundamentals of basic accounting principles and focuses on basic financial records of a typical office.

- AOT 143 OFFICE SYSTEMS AND PROCEDURES 3.0 CR**
This course emphasizes procedures and applications used in the office environment. (Prerequisite: AOT 105—or keyboarding skills)
- AOT 144 Legal Office Procedures 3.0 CR**
This course covers the application of office procedures necessary to perform effectively and efficiently in the legal office environment.
- AOT 162 BASIC INFORMATION PROCESSING 3.0 CR**
This is an entry level course to introduce the user to basic computer information processing software applications.
- AOT 165 INFORMATION PROCESSING SOFTWARE 3.0 CR**
This course includes applications of information processing software. Emphasis is placed on functions for acceptable document formatting and processing. (Prerequisite: Keyboarding skills)
- AOT 167 INFORMATION-PROCESSING APPLICATIONS 3.0 CR**
This course emphasizes applications and features of information processing software. (Prerequisite: AOT 165—Minimum grade of “C”)
- AOT 180 CUSTOMER SERVICE 3.0 CR**
This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal and nonverbal communication skills; effective telephone techniques; and cultural diversity in the workplace.
- AOT 212 MEDICAL DOCUMENT PRODUCTION 3.0 CR**
This course covers the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production. (Prerequisites: AOT 134 and AOT 110 Minimum grades of “C;” Recommended: AHS 102)
- AOT 213 LEGAL DOCUMENT PRODUCTION 3.0 CR**
This course introduces legal terminology and covers the production of documents found in the legal office environment. Emphasis is on productivity and excellence in legal document production. (Prerequisites: AOT 134 and AOT 110– Minimum grades of “C”)
- AOT 214 SOFTWARE APPLICATIONS IN THE LAW OFFICE 3.0 CR**
This course includes an introduction to software applications commonly used in a legal environment.
- AOT 250 ADVANCED INFORMATION PROCESSING 3.0 CR**
This course emphasizes complex applications of information processing software using advanced features and concepts. (Prerequisite: AOT 267--Minimum grade of “C”)
- AOT 251 ADMINISTRATIVE SYSTEMS AND PROCEDURES 3.0 CR**
This course covers processing information in the office. Emphasis is on increasing proficiency in performing a variety of office tasks. (Prerequisite: AOT 143)
- AOT 252 MEDICAL SYSTEMS AND PROCEDURES 3.0 CR**
This course emphasizes development of proficiency in integrating skills commonly performed in medical offices. (Prerequisite: AOT 105 or keyboarding skills)

COURSE DESCRIPTIONS

AOT 254 OFFICE SIMULATION

3.0 CR

This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment. (Prerequisites: AOT 134, AOT 167 and AOT 267 – Minimum grades of “C”)

AOT 265 OFFICE DESKTOP PUBLISHING

3.0 CR

This course emphasizes the integration of text and graphics using computer software to design, edit, and produce a variety of documents. (Prerequisite: AOT 105 or keyboarding skills)

AOT 267 INTEGRATED INFORMATION PROCESSING

3.0 CR

This course emphasizes the application of integrated computer software. (Prerequisite: AOT 105)

ART 101 ART HISTORY AND APPRECIATION

3.0 CR

This is an introductory course to history and appreciation of art, including the elements and principles of the visual arts. (Prerequisite: ENG 100 or equivalent)

ARV 110 COMPUTER GRAPHICS I

3.0 CR

This course is a study of the fundamentals of computer-assisted graphic design. (Prerequisites: ENG 100 and RDG 100 or equivalents - Minimum grades of “C”) (Corequisite: AOT 162 and ARV 123)

ARV 121 DESIGN

3.0 CR

This course covers basic theories, vocabulary, principles, techniques, media and problem-solving in basic design. (Prerequisites: ARV 110, ARV 123, ENG 100 and RDG 100 or equivalent -- Minimum grades of “C”) (Recommended Corequisite: CPT 160)

ARV 123 COMPOSITION AND COLOR

3.0 CR

This course covers the investigation and application of principles and concepts of visual organization and the psychological and physical properties of color. (Corequisite: ARV 110, AOT 162)

ARV 210 COMPUTER GRAPHICS II

3.0 CR

This course is an advanced computer art course which includes a study of the creation of graphics design using electronic imagery. (Prerequisite: ARV 110, CGC 278 – Minimum grade of “C”)

ARV 212 DIGITAL PHOTOGRAPHY

3.0 CR

This course is a study of the principles, terminology, techniques, tools, and materials of basic digital photography. Images produced in this course will address the needs of the visual communication industry. (Prerequisite: ARV 110-- Minimum grade of “C”)

ARV 281 DESIGN II

3.0 CR

This course is the study of advanced theories, vocabulary, principles, techniques, media and problem-solving in design. (Prerequisite: ARV 121, ARV 210, CGC 278 – Minimum grade of “C”)

AST 101 SOLAR SYSTEM ASTRONOMY**4.0 CR**

This is the first in a sequence of astronomy courses and is a descriptive survey of the universe with emphasis on basic physical concepts and the objects in the solar system. Related topics of current interest are also included in the course. Topics include solar system astronomy, a review of the history of astronomy, basic motion, and optics. (Prerequisite: ENG 100 and MAT 150 or above)

AUT 105 BEGINNING ENGINE REPAIR**4.0 CR**

This course is a basic study of minor engine repairs, including in-frame repairs and cylinder head reconditioning.

AUT 107 ADVANCED ENGINE REPAIR**4.0 CR**

This course includes an advanced application of engine fundamentals, including engine removal, internal diagnostic and repair procedures, engine assembly and installation procedures. (Prerequisite: AUT 105)

AUT 112 BRAKING SYSTEMS**4.0 CR**

This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding.

AUT 115 MANUAL DRIVE TRAIN/AXLE**3.0 CR**

This course is a basic study of clutches, gearing, and manual transmission operation, including the basic study of rear axles and rear axle setup.

AUT 121 SUSPENSION AND STEERING**3.0 CR**

This course covers the fundamentals of suspension and steering systems, including struts, springs, shock absorbers, stabilizers, ball joints, and related parts. (Prerequisite: RDG 031 or equivalent)

AUT 131 ELECTRICAL SYSTEMS**3.0 CR**

This course is a study of the individual systems and components that, when combined, form the entire automobile electrical system. The course includes starting and charging systems, ignition, engine, chassis, and accessory systems as well as instruction in the proper use of electrical schematics. (Prerequisites: AUT 133 and RDG 031 or equivalent)

AUT 133 ELECTRICAL FUNDAMENTALS**3.0 CR**

This course is a study of the theories of electricity, including magnetism, series and parallel circuits, Ohm's Law and an introduction to the use of various electrical test equipment.

AUT 145 ENGINE PERFORMANCE**3.0 CR**

This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking is also included in the course.

AUT 146 EMISSION SYSTEMS**3.0 CR**

This course is a study of the various emission systems currently in use with emphasis placed on the importance of proper system operations, the effects of improper operation on engine performance, and diagnostic equipment.

COURSE DESCRIPTIONS

AUT 147 FUEL SYSTEMS

4.0 CR

This course is a study in basic fuel delivery systems, including types of fuel, fuel pumps, principles of carburetion, computer-controlled carburetor operation and service, and an introduction to fuel injection systems. Symptoms and diagnosis of malfunctioning systems are emphasized.

AUT 152 AUTOMATIC TRANSMISSION

4.0 CR

This course is a basic study of power flow and hydraulics, including torque converter operation.

AUT 156 AUTOMOTIVE DIAGNOSIS AND REPAIR

4.0 CR

This is a basic course for general diagnostic procedures and minor repairs.

AUT 158 AUTOMOTIVE DIAGNOSIS

4.0 CR

This course is a study of basic diagnostic procedures and the use of standard shop test equipment.

AUT 241 AUTOMOTIVE AIR CONDITIONING

4.0 CR

This course is a study in the principles of refrigeration, operation, and testing procedures to determine the cause of malfunction, servicing or repairing by approved methods. Emphasis is on special tools, equipment, and safety procedures.

AUT 247 ELECTRONIC FUEL SYSTEMS

4.0 CR

This course includes the study of fuel injection systems, other fuel system components, and how computers control fuel delivery. (Prerequisite: AUT 146)

AUT 252 ADVANCED AUTOMATIC TRANSMISSION

4.0 CR

This course is an advanced study of automatic transmission and transaxle electronics, including torque converter, clutch and clutch controls. (Prerequisite: AUT 152)

BAF 101 PERSONAL FINANCE

3.0 CR

This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments, and retirement planning.

BAF 150 PRINCIPLES OF BANK OPERATIONS

3.0 CR

This course is a study of the economic importance of banks, including processing of cash items, the payment system, management of deposits, bank services, and the regulatory structure affecting deposits.

BAF 155 CREDIT AND COLLECTIONS

3.0 CR

This course will provide students with an in-depth understanding of the credit and collections industry. Areas covered include the effects of credit and collections within the economy; roles and responsibilities of professional debt collectors; and laws and regulations.

BAF 201 PRINCIPLES OF FINANCE

3.0 CR

This is an introductory course to the field of finance. The monetary and credit systems are examined along with how the demand for funds is met in both the public and private sector. (Prerequisites: ACC 102 and MAT 101)

BAF 210 LAW AND BANKING

3.0 CR

This is an introductory course to law and legal issues which underline banking. Special emphasis is on the uniform commercial code.

BAF 215 MONEY AND BANKING

3.0 CR

This course is a study of the United States monetary system with special emphasis on the commercial system and the central banking system.

BCT 102 FUNDAMENTALS OF BUILDING CONSTRUCTION

4.0 CR

This course is a study of framing for residential and light commercial buildings. (Prerequisite: RDG 031 or equivalent and BCT 101 and BCT 142)

BCT 104 SITE LAYOUT AND PREPARATION

2.0 CR

This course covers location and layout of building corners, elevation, and the use of appropriate tools. (Prerequisite: RDG 031 or equivalent and BCT 101 and BCT 142)

BCT 105 TOOL USAGE AND SAFETY

2.0 CR

This course covers tool skills and their safe use in construction. (Prerequisite: RDG 031 or equivalent)

BCT 106 BEGINNING WOODWORKING

2.0 CR

This course is an introduction to woodworking. The student will have hands on use of hand and power tools such as table saw, jig saw, circular saw, router, joiner, and radial arm saw to complete projects assigned by the instructor. (Prerequisite: RDG 031 or equivalent; Corequisite: BCT 105 and BCT 112)

BCT 108 FINISH TRIM

2.0 CR

This course covers the intricacies of cutting and installing finish moldings using hand and power tools. It also includes the installation of doors, casings, baseboards, shelving and stair parts. (Prerequisite: RDG 031 or equivalent and BCT 106)

BCT 109 FOUNDATIONS, FLOORS, AND WALLS

5.0 CR

This course is a study of framing basics, layout and constructing foundations, floors, and walls; including material selections and applications. (Prerequisite: RDG 031 or equivalent and BCT 106)

BCT 112 CONSTRUCTION PRINT READING

2.0 CR

This course is a study of residential and light commercial prints. (Prerequisite: RDG 031 or equivalent)

BCT 131 ESTIMATING/QUANTITY TAKE OFF

2.0 CR

This course covers construction estimation and quantity take off for construction trades based on local and national building codes. (Prerequisite: RDG 031 or equivalent and BCT 112, BCT 213, and MAT 150)

BCT 141 FIXTURES AND INSTALLATION

3.0 CR

This course is a study and application of planning and installing electrical fixtures and devices. (Prerequisites: RDG 031 or equivalent and BCT 105, BCT 112, EEM 105, and EEM 141, Corequisite: EEM 165)

COURSE DESCRIPTIONS

BCT 142 FUNDAMENTALS OF CONSTRUCTION SAFETY 4.0 CR

This course covers safety standards and practices as they apply to the building construction industry. (Prerequisite: RDG 031 or equivalent)

BCT 150 PLUMBING 5.0 CR

This course is a study of skills for the plumbing trade, safe and proper use of plumbing tools, calculations for plumbing, schematics for plumbing, selection and joining of various pipes, selecting and fitting tubing and fillers, cutting and threading carbon steel pipes, and making flare and compression joints. (Prerequisite: RDG 031 or equivalent; Corequisite: BCT 154)

BCT 151 INTRODUCTION TO RESIDENTIAL PLUMBING 3.0 CR

This course covers plumbing theory as it relates to residential construction. (Prerequisite: RDG 031 or equivalent)

BCT 154 PLUMBING TESTS AND CONNECTIONS 3.0 CR

This course is a study and application of DWV piping systems, testing DWV piping, testing water lines, testing faucets and valves, and installing water heaters. (Prerequisite: RDG 031 or equivalent and BCT 105; Corequisite: BCT 150)

BCT 157 RESIDENTIAL/COMMERCIAL PLUMBING CODES 3.0 CR

This course is a study of the national and/or international plumbing code requirements as they apply to residential and commercial construction.

BCT 206 ROOF CONSTRUCTION 2.0 CR

This course is a continuation in a series of courses. The course is a study of roof systems and roofing materials for residential and light commercial construction. (Prerequisite: RDG 031 or equivalent and AET 103, BCT 105, and BCT 112)

BCT 221 CONSTRUCTION BUILDING CODES 3.0 CR

This course is a study of local, state, and national building code requirements as they apply to residential and light commercial construction. (Prerequisite: RDG 031 or equivalent and BCT 112)

BCT 223 RESIDENTIAL MECHANICAL SYSTEMS 3.0 CR

This course is a study of the workings of the basic HVAC, electrical, and plumbing systems found in residential structures.

BCT 231 CONSTRUCTION LABOR AND EXPEDITING 3.0 CR

This course is a study of the process of controlling material and labor on a job site. (Prerequisite: RDG 031 or equivalent and BCT 102)

BIO 101 BIOLOGICAL SCIENCE I 4.0 CR

This course is the first of a sequence introducing biology. Topics include the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology. It is recommended that students with no chemistry background take CHM 101 before taking BIO 101. (Recommended Prerequisite: ENG 100)

BIO 102 BIOLOGICAL SCIENCE II 4.0 CR

This is a continuation of introductory biology which includes classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized. (Recommended Prerequisite: ENG 100)

BIO 112 BASIC ANATOMY AND PHYSIOLOGY 4.0 CR

This course is a basic integrated study of the structure and function of the human body.

BIO 134 FUNDAMENTAL MICRO CONCEPTS 2.0 CR

This course is a study of the basic fundamental concepts of microbial physiology, history and uses of microbes, structure, and classification of microbes, human microbial interactions, major systemic diseases, and disease control measures.

BIO 205 ECOLOGY 3.0 CR

This course introduces basic principles of population biology, ecology, and environmental science as applied to the study of the interactions between human kind and the biosphere.

BIO 206 ECOLOGY LAB 1.0 CR

This ecology laboratory experience consists of discussions, demonstrations, experiments, films, and field trips pertaining to the relationships of man to the biosphere, human ecology, resource use, and environmental impact.

BIO 210 ANATOMY AND PHYSIOLOGY I 4.0 CR

This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied. (Prerequisite: RDG 100 or equivalent is recommended that students with no chemistry background take CHM 101 before taking BIO 210; recommended prerequisite ENG 100).do not delete anything

BIO 211 ANATOMY AND PHYSIOLOGY II 4.0 CR

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. (Prerequisite: BIO 210)

BIO 225 MICROBIOLOGY 4.0 CR

This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification. (Prerequisite: BIO 101 or BIO 211)

BUS 101 INTRODUCTION TO BUSINESS 3.0 CR

This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed, and controlled.

BUS 121 BUSINESS LAW I 3.0 CR

This course is a study of legal procedures, law and society classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions, and warranties. (Prerequisite: RDG 100 or equivalent- Minimum grade of "C")

BUS 123 BUSINESS LAW II 3.0 CR

This course is a study of negotiable instruments, law of property, acquisition and transfer of title, bailments, duties and liabilities of common carriers, innkeepers, warehousemen, and agencies. (Prerequisite: BUS 121)

BUS 128 EMPLOYMENT LAW 3.0 CR

This course covers the overall employment law with emphasis on employment relationship and liability, employment discrimination, and current trends in the regulatory aspect of employment.

COURSE DESCRIPTIONS

BUS 135 WAGE AND SALARY ADMINISTRATION

3.0 CR

This course is a study of the proper recording and reporting of payroll with special emphasis on internal controls.

BUS 136 COMPENSATION AND BENEFITS

3.0 CR

This course offers a practical exploration of the systems, methods and procedures involved in establishing, administering and controlling compensation and benefits systems within the organization.

BUS 145 CALCULATOR APPLICATIONS

3.0 CR

This course is a study of the use of various types of electronic calculators and functions to help solve simple and complex business problems (Prerequisite: MAT 150).

BUS 210 INTRODUCTION TO E-COMMERCE IN BUSINESS

3.0 CR

This course is the study of electronic commerce and the operations and applications from the business perspective, emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online.

CGC 105 BASIC PHOTOGRAPHY

3.0 CR

Covers the fundamentals of the photographic process, including principles of picture composition, camera operation, and some darkroom techniques. (Corequisites: RTV 105 and RTV 101)

CGC 213 AUDIO-VISUAL TECHNIQUES

3.0 CR

This course is an introductory to audio-visual techniques and operations. (Prerequisites: CGC 105 and RTV 101—Minimum grade of “C”) (Corequisites: RTV 103 and RTV 110)

CGC 278 TYPOGRAPHY

3.0 CR

A study of letterform's history, creative, and practical use. The emphasis is on classical, psychological, and creative use of type to solve visual problems. (Prerequisites: Eng 100 and RDG 100 or equivalent- Minimum grades of “C”) (Corequisite: AOT 162)

CHM 101 GENERAL CHEMISTRY I

4.0 CR

This is the first of a sequence of courses in fundamental principles of chemistry. Topics include atomic and molecular structure, nomenclature, formulas and equations, common substances and reactions, stoichiometry, states of matter, solutions, and equilibria. It is recommended that students take MAT 101 or MAT 155 before taking CHM 101.

CHM 105 GENERAL, ORGANIC AND BIOCHEMISTRY

4.0 CR

This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry. It is recommended that students with no chemistry background take CHM 101 before taking CHM 105.

CHM 110 COLLEGE CHEMISTRY I

4.0 CR

This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions, and states of matter, stoichiometry, gas laws, solutions, and equilibria. (Prerequisite: MAT 110—Minimum grade of “C”)

CHM 111 COLLEGE CHEMISTRY II**4.0 CR**

(For students continuing in chemistry) This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics, and electrochemistry. (Prerequisites: delete the "s" CHM 110)

CHM 220 ANALYTICAL CHEMISTRY I**5.0 CR**

This is the first course in a sequence that describes quantitative chemistry. Topics include gravimetric, volumetric, spectrophotometric, and electrochemical analysis. Emphasis is on laboratory techniques. (Prerequisites: CHM 110 & MAT 110)

CHM 225 MODERN CHEMICAL ANALYSIS**4.0 CR**

This course is a study of chemical analysis and includes traditional and modern instrumental techniques employed in industrial, physical science and life science laboratories. (Prerequisites: CHM 110 & MAT 110)

CIM 241 AUTOMATED MANUFACTURING EQUIPMENT**4.0 CR**

This course is an introduction to the basic operation of equipment that is used for automation. (Prerequisites: EEM 250 and EEM 271 OR Corequisites: EEM 250 and EEM 271)

COL 101 COLLEGE ORIENTATION**1.0 CR**

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

COL 103 COLLEGE SKILLS**3.0 CR**

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

CPE 107 COMPUTER APPLICATIONS FOR ELECTRONICS**3.0 CR**

This course covers the computer and its operation, hardware system, operating system, and applications programs. (Prerequisite: RDG 100 or equivalent)

CPE 110 COMPUTER LANGUAGE**3.0 CR**

This course covers a high-level computer language, programming concepts, and applications. (Prerequisites: CPE 107 with minimum grade of "C")

CPE 207 MICROCOMPUTER ARCHITECTURE**4.0 CR**

This course covers microcomputer architecture and organization and an analysis of the operation of the hardware and software components of one or more microcomputer systems. (Prerequisites: CPE 107 and EET 141) (Corequisite: EET 145)

CPE 220 COMPUTER OPERATING SYSTEMS**3.0 CR**

This course covers the operation of the operating system and its use in analyzing a computer system. (Prerequisite: CPE 107)

CPE 224 SYSTEM TROUBLESHOOTING**3.0 CR**

This course covers the tools and techniques used in troubleshooting computer systems, fault isolation in computer systems by using logical analysis of systems, and test equipment indications. (Registration by departmental permission only.)

COURSE DESCRIPTIONS

CPT 101 INTRODUCTION TO COMPUTERS

3.0 CR

This course covers basic computer history, theory and applications, including word processing, spreadsheets, data bases, and the operating system. (Prerequisites: ENG 100 and RDG 100 or equivalents - Minimum grades of "C")

CPT 114 COMPUTERS AND PROGRAMMING

3.0 CR

This course introduces computer concepts and programming. Topics include basic concepts of computer architecture, files, memory, and input/output devices. Programming is done in a modern high-level language. (Prerequisites: MAT 150, ENG 100, and RDG 100 or equivalents - Minimum grades of "C")

CPT 115 COBOL PROGRAMMING I

3.0 CR

This course introduces the nature and use of the common business-oriented language—COBOL. (Prerequisites: CPT 114 and CPT 168 - Minimum grades of "C")

CPT 160 DIGITAL VECTOR GRAPHICS I

3.0 CR

This course is a study of the principles, terminology, techniques and tools used in vector computer graphics software to create and modify electronic art. Topics include selection tools, drawing paths, creating shapes, adding type, applying transformations, and managing layers. (Recommended Corequisite: ARV 121)

CPT 162 INTRODUCTION TO WEB PAGE PUBLISHING

3.0 CR

This course is a study of the fundamentals of web page design and implementation.

CPT 168 PROGRAMMING LOGIC AND DESIGN

3.0 CR

This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation. (Prerequisite: MAT 101)

CPT 170 MICROCOMPUTER APPLICATIONS

3.0 CR

This course introduces microcomputer applications software, including word processing, data bases, spreadsheets, graphs, and their integration. (Recommended Prerequisite: AOT 101, AOT 105, or equivalent)

CPT 212 VISUAL BASIC PROGRAMMING

3.0 CR

This course focuses on windows programming using visual basic to create graphical user interfaces. The course examines forms, controls, graphical controls, loops, control arrays, database and traditional file processing, and application class scheduling. (Prerequisites: CPT 114 and CPT 168--Minimum grades of "C")

CPT 213 ADVANCED VISUAL BASIC PROGRAM

3.0 CR

This course is a study of the object oriented features of visual basic and their use in accessing databases. It includes classes, collection and web access. (Prerequisite: CPT 212--Minimum grade of "C")

CPT 215 COBOL PROGRAMMING II

3.0 CR

This course emphasizes file maintenance and tables using advanced concepts in COBOL. (Prerequisite: CPT 115--Minimum grade of "C")

CPT 232 C++ PROGRAMMING I

3.0 CR

This introductory course in C++ Programming I emphasizes the designing, coding, testing, and debugging of C++ programs involving input/output operations, data types, storage classes, decision structures, looping, functions, arrays, simple pointers, and strings. (Prerequisites: CPT 114 and CPT 168--Minimum grades of "C")

CPT 233 C++ PROGRAMMING II**3.0 CR**

This course introduces object-oriented design techniques using C++. Topics include classes, friends, overloading operators, inheritance, and virtual functions. (Prerequisite: CPT 232--Minimum grade of "C")

CPT 236 INTRODUCTION TO JAVA PROGRAMMING**3.0 CR**

This course is an introduction to Java programming. Topics will cover Java syntax and classes for use in the development of Java applications and applets. (Prerequisites: CPT 114 and CPT 168 -Minimum grades of "C")

CPT 237 ADVANCED JAVA PROGRAMMING**3.0 CR**

This course is a study of advanced topics of the Java programming language by building on a basic knowledge of the Java language. Topics covered will include multi-threading, swing classes, swing event models, advanced layout managers, the JavaBean component model, network programming and server-side programming. (Prerequisite: CPT 236--Minimum grade of "C")

CPT 238 INTERNET SCRIPTING**3.0 CR**

This course is a study of Internet programming including the syntax of scripting languages and Internet programming concepts and examines topics related to client-side scripting language programming as well as introducing topics related to server-side scripting. This course introduces the Perl programming language. (Prerequisites: CPT 236 and IST 226 with minimum grades of "C")

CPT 240 INTERNET PROGRAMMING WITH DATABASES**3.0 CR**

This course is a study of the implementation of dynamic web pages focusing on the development of web sites that interact with databases utilizing current server-side technologies along with the databases to deliver dynamic content to client browser. This course introduces ASP.NET. (Prerequisites: CPT 212 and IST 272 with minimum grades of "C")

CPT 242 DATABASE**3.0 CR**

This course introduces database models and the fundamentals of database design. Topics include database structure, data base processing, and application programs which access a database. (Prerequisite: CPT 212 or CPT 232--Minimum grade of "C")

CPT 244 DATA STRUCTURES**3.0 CR**

This course examines data structures widely used in programming. Topics include linked lists, stacks, queues, trees, and sorting and searching techniques. (Prerequisites: CPT 232 - Minimum grade of "C"- and MAT 110) (Corequisite: CPT 233)

CPT 246 INTRODUCTION TO XML**3.0 CR**

This course is an introduction to the extensible markup language (XML) and will examine how XML can be used to describe data in a structured manner for use on the world wide web. (Prerequisites: CPT 114, IST 226 and CPT 168--Minimum grades of "C")

CPT 252 DIGITAL ANIMATION**3.0 CR**

This course is the study of basic aspects of computer animation. Topics include frame-by-frame animation, motion paths, tweening, import and export of objects, including web integrated export, morphing, layering, and creating special effects for web use. (Prerequisites: ARV 121, 210, CPT 160, and MAT 150 - Minimum grades of "C")

COURSE DESCRIPTIONS

CPT 257 OPERATING SYSTEMS

3.0 CR

This course examines the theory of operating systems and how the operating system theory is implemented in current operating systems. (Prerequisite: CPT 114)

CPT 264 SYSTEMS AND PROCEDURES

3.0 CR

This course covers the techniques of system analysis, design, development, and implementation. (Prerequisite: CPT 212 or CPT 232 or CPT 236--Minimum grades of "C")

CPT 270 ADVANCED MICROCOMPUTER APPLICATIONS

3.0 CR

This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. (Prerequisite: CPT 170)

CPT 295 DESKTOP PUBLISHING APPLICATIONS

3.0 CR

This course is a study of application software used to design, edit, and produce a variety of documents for marketing purposes. (Prerequisites: CGC 278, AOT 162, ARV 121, and – Minimum grades of "C")

CRJ 101 INTRODUCTION TO CRIMINAL JUSTICE

3.0 CR

This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)

CRJ 110 POLICE PATROL

3.0 CR

This course provides an understanding of the duties, extent of authority, and responsibilities of the uniformed patrolman. Special emphasis is placed on patrol function-line activities, including traffic control and investigation, community relations, vice control, tactical units, civil disturbances, and preventive patrol. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)

CRJ 115 CRIMINAL LAW I

3.0 CR

This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established are reviewed. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)

CRJ 125 CRIMINOLOGY

3.0 CR

This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)

CRJ 130 POLICE ADMINISTRATION

3.0 CR

This course is a study of the organization, administration, and management of law enforcement agencies. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)

CRJ 140 CRIMINAL JUSTICE REPORT WRITING

3.0 CR

This course is a study of the proper preparation and retention of criminal justice records and reports, including observational skills, formatting, and the value of accurate, complete, and selective written articulation of information and observations. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)

CRJ 145 JUVENILE DELINQUENCY 3.0 CR

This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)

CRJ 218 CRISIS INTERVENTION 3.0 CR

This course is a study of the situational procedures and techniques necessary in defusing situations identified as crises. (Prerequisites: RDG 100 or equivalent and ENG 100 or equivalent)

CRJ 222 ETHICS IN CRIMINAL JUSTICE 3.0 CR

This course is a study of the application of ethical theories to the criminal justice profession. (Prerequisites: RDG 100 or equivalent and ENG 100 or equivalent)

CRJ 224 POLICE COMMUNITY RELATIONS 3.0 CR

This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics are studied, including citizen involvement in crime prevention and police officer interpersonal relations. (Prerequisites: RDG 100 or equivalent and ENG 100 or equivalent)

CRJ 230 CRIMINAL INVESTIGATION I 3.0 CR

This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in the course. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)

CRJ 236 CRIMINAL EVIDENCE I 3.0 CR

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)

CRJ 237 DEFENSIVE TACTICS FOR LAW ENFORCEMENT 3.0 CR

This course is the study of the methodologies and tactics for solving critical incidents that law enforcement must face, such as the arrest process, handcuffing, and felony car stops. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)

CRJ 242 CORRECTIONAL SYSTEMS 3.0 CR

This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)

CRJ 246 SPECIAL PROBLEMS IN CRIMINAL JUSTICE 3.0 CR

This course is designed to examine issues within the criminal justice community/profession which are of special concern to students and practitioners because of such elements are timeliness, local concern, legalistics, and or other dynamic factors of such issues. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)

CRJ 250 CRIMINAL JUSTICE INTERNSHIP 3.0 CR

This course includes practical experience in a criminal justice or private security setting. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)

COURSE DESCRIPTIONS

CRJ 260 SEMINAR IN CRIMINAL JUSTICE INTERNSHIP 3.0 CR

This course includes a study of new trends in criminal justice.

(Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)

DAT 112 INTEGRATED HUMAN SCIENCES 4.0 CR

This course provides a basic study of human anatomy, physiology, and microbiology as related to dental science and the practice of dental assisting.

DAT 113 DENTAL MATERIALS 4.0 CR

This course is a study of physical and chemical properties of matter and identification, characteristics, and manipulation of dental materials.

DAT 115 ETHICS AND PROFESSIONALISM 1.0 CR

This course introduces a cursory history of dental assisting, professional associations, scope of service in dentistry, and ethical, legal and professional considerations. The state dental practice act is reviewed.

DAT 118 DENTAL MORPHOLOGY 2.0 CR

This course emphasizes the development, eruption, and individual characteristics of each tooth and surrounding structures.

DAT 121 DENTAL HEALTH EDUCATION 2.0 CR

This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention, and principles of nutrition in relationship to oral health and preventive dentistry.

DAT 122 DENTAL OFFICE MANAGEMENT 2.0 CR

This course provides a study of the business aspect of a dental office.

DAT 123 ORAL MEDICINE AND ORAL BIOLOGY 3.0 CR

This course presents a basic study of oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the dental assistant.

DAT 127 DENTAL RADIOGRAPHY 4.0 CR

This course provides the fundamental background and theory for the safe and effective use of x-radiation in dentistry. It encompasses the history of x-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene.

DAT 154 CLINICAL PROCEDURES I 4.0 CR

This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use, and the assistants' role in dental instrumentation.

DAT 164 CLINICAL PROCEDURES II 4.0 CR

This course introduces the instruments and chairside procedures of the dental specialties.

DAT 177 DENTAL OFFICE EXPERIENCE 7.0 CR

This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.

DHG 115 MEDICAL AND DENTAL EMERGENCIES 2.0 CR

This course provides a study of the various medical/dental emergencies and appropriate treatment measures. Additionally, it includes managing medically compromised dental patients, and provides for CPR certification.

DHG 121 DENTAL RADIOGRAPHY 3.0 CR

This course provides the application of the principles of radiology with emphasis on exposing, processing, mounting, evaluating, and interpreting dental radiographs. Radiation safety is stressed.

DHG 125 TOOTH MORPHOLOGY AND HISTOLOGY 2.0 CR

This course covers the embryogenesis and histology of the head and neck structures with primary emphasis on the oral cavity. The formation, eruption patterns, and morphology of primary and permanent dentitions are studied.

DHG 140 GENERAL AND ORAL PATHOLOGY 2.0 CR

This course provides a correlation of basic pathologic principles to disease processes in the oral cavity. The role of the dental hygienist in early disease detection is emphasized. Diagnosis, treatment, and prognosis of diseases affecting the head and neck are discussed.

DHG 141 PERIODONTOLOGY 2.0 CR

This course presents a study of the principles, etiologies, classifications, and treatments of periodontal disease with emphasis on the role of the dental hygienist.

DHG 143 DENTAL PHARMACOLOGY 2.0 CR

This course provides a study of drugs used in dentistry. Emphasis is placed on the physical and chemical properties of the drugs, dosages and therapeutic effects, methods of administration, and indications/contraindications for the use of the drug. A study of dental anesthetics is included.

DHG 154 PRE-CLINICAL DENTAL HYGIENE 4.0 CR

This course is a study of the basic principles of infection control, instrumentation, instrument design, and fundamental skills necessary to perform in subsequent dental hygiene courses.

DHG 165 CLINICAL DENTAL HYGIENE I 5.0 CR

This is an introductory course to the clinical setting for application of dental hygiene skills for patient care.

DHG 175 CLINICAL DENTAL HYGIENE II 5.0 CR

This course provides for the continued development of the skills necessary to perform dental hygiene care. Emphasis is placed on total patient care and treatment planning.

DHG 230 PUBLIC HEALTH DENTISTRY 3.0 CR

This course provides a study of oral health and the prevention of oral disease in a community. Emphasis is on assessment of community groups and dental health needs, planning, implementation, and evaluation of community programs.

DHG 239 DENTAL ASSISTING FOR DENTAL HYGIENISTS 2.0 CR

This course introduces the dental assisting role and responsibilities. Emphasis is on four-handed dentistry, the use and manipulations of dental materials, and office management.

COURSE DESCRIPTIONS

DHG 255 CLINICAL DENTAL HYGIENE III

5.0 CR

This course provides for the development of proficiency in the clinical dental hygiene setting with emphasis on the implementation of treatment plans to meet the individual patient's oral health needs.

DHG 265 CLINICAL DENTAL HYGIENE IV

5.0 CR

This course permits refinement of clinical techniques and skills, technology and current procedural practices of the dental hygienist with emphasis on self-evaluation and quality assurance.

DHG 272 DENTAL HYGIENE EXTERNSHIP

2.0 CR

This course provides exposure to dental practices by means of office rotations, lectures, and discussions. It also includes dental ethics and jurisprudence.

ECD 101 INTRODUCTION TO EARLY CHILDHOOD

3.0 CR

This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards in early care and education. Professionalism, family/cultural values and practical applications based on historical and theoretical models in early care and education are highlighted in this course. (South Carolina Early Childhood Credential)

ECD 102 GROWTH AND DEVELOPMENT I

3.0 CR

This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas. Developmental tasks and appropriate activities are explored in the course. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)

ECD 105 GUIDANCE-CLASSROOM MANAGEMENT

3.0 CR

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive pro-active approach is stressed in the course. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)

ECD 107 EXCEPTIONAL CHILDREN

3.0 CR

This course includes an overview of special-needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)

ECD 108 FAMILY AND COMMUNITY RELATIONS

3.0 CR

This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)

ECD 109 ADMINISTRATION AND SUPERVISION

3.0 CR

This course is a study of the role and responsibilities of an early childhood administrator. Special focus on program monetary matters, space management, curriculum, health and food services, and relations among the public, staff, and parents. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent, and MAT 032 or equivalent)

ECD 131 LANGUAGE ARTS**3.0 CR**

This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading and prewriting skills through planning, implementation, and evaluation of media, methods, techniques, and equipment. Methods of selection, evaluation, and presentation of children's literature are included. (Prerequisite: ECD 102, RDG 031 or equivalent and ENG 031 or equivalent)

ECD 132 CREATIVE EXPERIENCES**3.0 CR**

In this course, the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques, and equipment are utilized. Students plan, implement, and evaluate instructional activities. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)

ECD 133 SCIENCE AND MATH CONCEPTS**3.0 CR**

This course includes an overview of pre-number and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)

ECD 135 HEALTH, SAFETY, AND NUTRITION**3.0 CR**

This course covers a review of health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and first aid. Guidelines and information on nutrition and developmentally appropriate activities included. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)

ECD 200 CURRICULUM ISSUES IN INFANT & TODDLER DEVELOPMENT 3.0 CR

This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course. (Prerequisite: ECD 102, RDG 031 or equivalent and ENG 031 or equivalent)

ECD 201 PRINCIPLES OF ETHICS/LEADERSHIP IN EARLY CARE & ED. 3.0 CR

This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, and the community and society. (Prerequisite: ECD 101 or departmental approval, RDG 100 or equivalent and ENG 100 or equivalent, and MAT 150 or equivalent)

ECD 203 GROWTH AND DEVELOPMENT II**3.0 CR**

This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course. (Prerequisite: ECD 102, RDG 031 or equivalent and ENG 031 or equivalent)

ECD 205 SOCIALIZATION & GROUP CARE OF INFANTS & TODDLERS 3.0 CR

This course is the study of the socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care, and examining the elements of quality environments. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)

COURSE DESCRIPTIONS

ECD 207 INFANTS & TODDLERS WITH SPECIAL NEEDS 3.0 CR

This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations, and optimal development. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)

ECD 210 EARLY CHILDHOOD INTERVENTION 3.0 CR

This course provides a study of a variety of intervention procedures reflecting various models, including child centered, child directed, behavioral, cognitive, and social approaches to instruction. (Prerequisites: ECD 107, RDG 100 or equivalent, ENG 100 or equivalent, and MAT 150 or equivalent)

ECD 237 METHODS AND MATERIALS 3.0 CR

This course includes an overview of developmentally appropriate methods and materials for planning, implementing, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area. (Prerequisites: RDG 031 or equivalent, ENG 031 or equivalent and MAT 032)

ECD 243 SUPERVISED FIELD EXPERIENCE 3.0 CR

This course emphasizes planning, implementing and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of early childhood principles and practices. ECD 243 is recommended as the final course in the diploma and associate degree program. Departmental approval is required. (Prerequisites: RDG 100 or equivalent, ENG 100 or equivalent and MAT 150 or equivalent, ECD 101, 105, 132, and 203)

ECD 251 SUPERVISED FIELD EXPERIENCES (INFANT/TODDLER) 3.0 CR

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of infants and toddlers. ECD 251 is recommended as the final course in the certificate program. Departmental approval is required. (Prerequisites: RDG 031 or equivalent, ENG 031 or equivalent, ECD 101, 102, and 200.)

ECD 253 COMMUNICATION SYSTEMS FOR ECSE 3.0 CR

This course is a study of sign language (ASL) and other assistive communication devices that are appropriate to work effectively with students who are developmentally delayed in speech and language. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)

ECD 254 FACILITATION & ENVIRONMENTAL MANAGEMENT ECSE 3.0 CR

This course is a study of how the environment for infants, toddlers, preschoolers, and young children with special needs can be manipulated to enhance their development, social needs, and expression of creativity and independence. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)

ECD 255 ACTIVITY THERAPY FOR ECSE 3.0 CR

This course is a study of providing assistance in planning and organizing activities focusing on a play and developmentally appropriate environment for children with special needs. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)

ECD 256 COUNSELING TECHNIQUES FOR ECSE 3.0 CR

This course is a study of collaboration with professionals, families, and students to achieve various outcomes that are of particular interest to those individuals involved in the education and care of children with developmental delays. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)

- ECD 257 SUPERVISED FIELD EXPERIENCE ECSE 3.0 CR**
This course includes a supervised field experience in a team environment by certified/licensed professionals who monitor and evaluate students' skills in order to work with children who are developmentally delayed. ECD 257 is recommended as the final course in the certificate program. Departmental approval is required. (Prerequisites: RDG 031 or equivalent, ENG 031 or equivalent, ECD 253, 254, 255, and 256)
- ECE 101 ELECTRICAL AND ELECTRONICS ENGINEERING 3.0 CR**
This course is a study of entertainment, communication, and computer technology. (Prerequisites: ENG 100 or equivalent and RDG 101 or equivalent)
- ECE 102 INSTRUMENT CONTROL 3.0 CR**
This course is a study of automated instrument control and data acquisition. (Prerequisites: ENG 100 or equivalent and RDG 101 or equivalent)
- ECE 205 ELECTRICAL AND COMPUTER LAB I 3.0 CR**
This course covers basic test and measurement instrumentation, basic electrical components and circuits, and technical writing using word processing. (Prerequisites: ECE 221 or equivalent; ENG 101 or equivalent)
- ECE 211 INTRODUCTION TO COMPUTER ENGINEERING I 3.0 CR**
Covers digital systems and employs basic mathematical techniques used in the design of conventional and sequential systems. (Prerequisites: RDG 101 or equivalent and MAT 140)
- ECE 212 INTRODUCTION TO COMPUTER ENGINEERING II 3.0 CR**
This course applies the overall concepts of microprocessor orientation and architecture and fundamental concepts of assembly-level programming. (Prerequisite: ECE 211)
- ECE 221 INTRODUCTION TO ELECTRICAL ENGINEERING I 3.0 CR**
This course introduces the basic concepts of circuit analysis, applying fundamental laws and principles, resistor circuits, and first and second-order linear circuits in the time domain using calculus-based solutions where applicable. (Prerequisite: MAT 140 or equivalent)
- ECE 222 INTRODUCTION TO ELECTRICAL ENGINEERING II 3.0 CR**
This course covers sinusoidal steady-state analysis of AC circuits, complex frequency analysis, Fourier series analysis and Laplace transforms. (Prerequisite: ECE 221)
- ECE 240 INTRODUCTION TO SOFTWARE ENGINEERING 3.0 CR**
This course covers fundamentals of software design and development, software implementation strategies, object-oriented design techniques, and ethics in software development. (Prerequisite: EGR 281 or equivalent)
- ECE 245 OBJECT-ORIENTED PROGRAMMING TECHNIQUES 3.0 CR**
This course is a study of advanced object-oriented concepts and techniques, multiple inheritance, memory management, operator overloading, polymorphism, and performance issues. (Prerequisite: ECE 240)
- ECO 101 BASIC ECONOMICS 3.0 CR**
This course is a study of comparative economic systems, forms of business organization, business operation, and wage and price determination. (Prerequisite: ENG 100 or equivalent)

COURSE DESCRIPTIONS

ECO 210 MACROECONOMICS

3.0 CR

This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth. (Prerequisite: ENG 100 or equivalent)

ECO 211 MICROECONOMICS

3.0 CR

This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations, and comparative advantage and trade. (Prerequisite: ENG 100 or equivalent)

EEM 105 BASIC ELECTRICITY

2.0 CR

This course is a survey of basic electrical principles, circuits, and measurements. (Prerequisite: RDG 031 or equivalent)

EEM 117 AC/DC CIRCUITS I

4.0 CR

A study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested. (Prerequisites: RDG 031 or equivalent; MAT 032 or equivalent)

EEM 121 ELECTRICAL MEASUREMENTS

3.0 CR

This course covers the basic principles of electrical measuring instruments and how they are used in industries. (Prerequisites: RDG 031 or equivalent; MAT 032 or equivalent) (Corequisite: EEM 117)

EEM 140 NATIONAL ELECTRICAL CODE

3.0 CR

This course is a study of the National Electrical Code and is based on the latest codes as published by the National Fire Protection Association (NFPA). (Prerequisites: EEM 117 and RDG 031 or equivalent)

EEM 141 RESIDENTIAL/COMMERCIAL CODES

3.0 CR

This course covers National Electrical Code (NEC), including a study in and application of, the NEC and city and county electrical ordinances as pertaining to residential and commercial wiring. (Prerequisite: RDG 031 or equivalent)

EEM 145 CONTROL CIRCUITS

3.0 CR

This course covers the principles and applications of component circuits and methods of motor control. (Prerequisite: EEM 117)

EEM 165 RESIDENTIAL/COMMERCIAL WIRING

4.0 CR

This course is a study of wiring methods and practices used in residential and commercial applications. (Prerequisites: RDG 031 or equivalent and BCT 105, BCT 112, EEM 105, and EEM 141 and Corequisite: BCT 141)

EEM 201 ELECTRONIC DEVICES I

3.0 CR

This course is a study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications. (Prerequisite: EEM 117)

EEM 215 DC/AC MACHINES

3.0 CR

This course is a study of applications, operations, and construction of DC and AC machines. (Prerequisite: EEM 117)

EEM 221 DC/AC DRIVES**3.0 CR**

This course covers the principles of operation and application of DC drives and AC drives. (Prerequisite: EEM 215)

EEM 250 PROGRAMMABLE LOGIC CONTROLLERS**4.0 CR**

This course is a study of programmable control systems with emphasis on basic programming techniques. Additional topics such as interfacing, data manipulation and report generation will be covered. (Prerequisite: EEM 145)

EEM 251 PROGRAMMABLE CONTROLLERS**3.0 CR**

This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered. (Prerequisite: EEM 145)

EEM 252 PROGRAMMABLE CONTROLLERS APPLICATIONS**3.0 CR**

This course covers the application of programmable controllers, theories and operation procedures. Topics such as interfacing data manipulation and report generation are covered. Programmable controller projects are constructed, operated, and tested. (Prerequisite: EEM 145)

EEM 271 SENSORS AND SYSTEM INTERFACING**2.0 CR**

This course includes an introduction to various types of sensors and how they interface with computers and programmable logic controllers. Emphasis is placed on interfacing the computer or controller with machines to accomplish a task. (Prerequisite: EEM 117)

EET 111 DC CIRCUITS**4.0 CR**

This course is a study of resistance, voltage, current, power and energy in series, parallel, and series-parallel circuits using Ohm's Law and Kirchhoff's Laws, and circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments. (Prerequisites: RDG 100 and MAT 101 or equivalent) (Corequisite: MAT 102 or equivalent)

EET 112 AC CIRCUITS**4.0 CR**

This course is a study of capacitive and inductive reactance and impedance in series, parallel and series-parallel circuits. It also includes power, power-factors, resonance and transformers. Circuits are analyzed using mathematics, and verified using electrical instruments. (Prerequisites: EET 111 with minimum grade of "C") (Corequisite: MAT 111 or equivalent)

EET 141 ELECTRONIC CIRCUITS**4.0 CR**

A study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and troubleshooting. (Prerequisites: EET 111 with minimum grade of "C"; MAT 101 or equivalent)

EET 142 INTRODUCTION TO NETWORK SERVERS**3.0 CR**

This course is a study of skills required to install, configure, manage, and troubleshoot network servers. The applications include performance enhancement, network products, and portal services. (Prerequisites: RDG 101 or equivalent and MAT 101 or equivalent)

EET 175 INTRODUCTION TO PHOTONICS**4.0 CR**

This introductory course focuses on the technology of generating and harnessing light and other forms of radiant energy whose quantum unit is the photon.

COURSE DESCRIPTIONS

EET 145 DIGITAL CIRCUITS

4.0 CR

This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed, and tested. This course also covers the TTL, NMOS and CMOS digital logic families. (Prerequisites: MAT 101 or equivalent; and EET 111)

EET 221 BROADBAND COMMUNICATION SYSTEMS

3.0 CR

A study of the silicon solutions that provide the cost-effective delivery of high speed, high bandwidth, broadband digital transmission of voice, video, and data to and throughout the home and within businesses via the existing communications infrastructure. (Prerequisite: EET 241)

EET 227 ELECTRICAL MACHINERY

3.0 CR

This course is a study of AC and DC electro-mechanical energy conversion devices, theory, applications and control. Devices are tested and verified using electrical instruments. (Prerequisite: EET 111 with minimum grade of "C") (Corequisite: EET 112 or equivalent)

EET 231 INDUSTRIAL ELECTRONICS

4.0 CR

A survey of topics related to industrial application of electronic devices and circuits. The course covers switches, DC and AC motor controls, sensors and transducers, open and closed loop control circuits, and voltage converting interfaces. Circuits are constructed and tested. (Prerequisites: EET 111 or equivalent with minimum grade of "C") (Corequisite: EET 112 or equivalent)

EET 235 PROGRAMMABLE CONTROLLERS

3.0 CR

This course is a study of relay logic, ladder diagrams, theory of operation, and applications. Loading ladder diagrams, debugging, and trouble-shooting techniques are applied to programmable controllers. (Prerequisite: EET 111 with minimum grade of "C")

EET 241 ELECTRONIC COMMUNICATIONS

4.0 CR

A study of the theory of transmitters and receivers, with an emphasis on the receivers, mixers, IF amplifiers and detectors. (Prerequisites: EET 112 or equivalent and EET 141 with minimum grade of "C")

EET 242 VOICE/DATA/VIDEO TRANSMISSION

3.0 CR

This course is a study of voice, data, and video transmission over wireless and wireline technologies with a focus on building infrastructure service and applications for high-performance network systems. (Prerequisite: RDG 101 or equivalent and EET 241)

EET 243 DATA COMMUNICATIONS

3.0 CR

A study of the techniques for sending and receiving information. Topics include media characteristics, modulation and demodulation, signal conversions, multiplexing and demultiplexing, protocols, industrial standards, networks, and error detection and correction. Circuits are modeled, constructed, and tested. (Prerequisites: CPE 107 and RDG 101 or equivalent)

EET 261 ELECTRONIC TROUBLESHOOTING

2.0 CR

This course is a study of the systematic techniques for troubleshooting electronic equipment. Logical procedures are emphasized rather than specific circuits. Students are required to troubleshoot and repair selected equipment. (Registration by departmental permission only.)

EET 272 ELECTRONICS SENIOR SEMINAR

1.0 CR

This course includes various engineering topics, using field trips and discussions with practicing technical personnel. Proper use of test instruments is reinforced. (Registration by departmental permission only.)

EET 273 ELECTRONICS SENIOR PROJECT**3.0 CR**

This course includes the construction and testing of an instructor-approved project. (Registration by departmental permission only.)

EGR 110 INTRODUCTION TO COMPUTER ENVIRONMENT**3.0 CR**

This course provides an overview of computer hardware, available software, operating systems, and applications. (Prerequisite: RDG 031 or equivalent)

EGR 170 ENGINEERING MATERIALS**3.0 CR**

This course is a study of the properties, material behaviors, and applications of materials used in engineering structures and products. (Prerequisite: RDG 100 or equivalent)

EGR 175 MANUFACTURING PROCESSES**3.0 CR**

This course includes the processes, alternatives, and operations in the manufacturing environment. (Prerequisites: RDG 100 or equivalent and ENG 100 with minimum grade of "C" or equivalent)

EGR 190 STATICS**3.0 CR**

This course is a study of forces and the effect of forces acting on bodies in equilibrium without motion. (Prerequisite: PHY 201)

EGR 260 ENGINEERING STATICS**3.0CR**

This course is an introduction to the principles of engineering mechanics as applied to forces and force systems. The techniques of vector mathematics are employed. (Prerequisite: MAT 140 or equivalent)

EGR 264 INTRODUCTION TO ENGINEERING MECHANICS OF SOLIDS**3.0 CR**

This course covers the relationships between external loads on solid bodies or members and the resulting internal effects and dimensional changes. (Prerequisite: EGR 260 or equivalent)

EGR 266 ENGINEERING THERMODYNAMICS FUNDAMENTALS**3.0 CR**

An introduction to the first and second laws of thermodynamics as applied to engineering systems. (Prerequisite: MAT 141 or equivalent)

EGR 270 INTRODUCTION TO ENGINEERING**3.0 CR**

Covers the applications of computers in engineering practices, including the use of an appropriate operating system, programming in a high level language, spread sheets, and word processing applications. (Prerequisites: ENG 100 or equivalent and RDG 101 or equivalent)

EGR 275 INTRODUCTION TO ENGINEERING/COMPUTER GRAPHICS**3.0 CR**

A study of basic graphical concepts needed for engineering applications.

EGR 281 INTRODUCTION TO ALGORITHMIC DESIGN I**4.0 CR**

This course integrates a presentation of concepts of object-oriented programming, including program structures, objects, code, and programming styles. (Prerequisites: ENG 101 or equivalent and RDG 101 or equivalent; Corequisite: MAT 140 or equivalent)

EGR 283 INTRODUCTION TO ALGORITHMIC DESIGN II**4.0 CR**

This course is a study of rigorous development of algorithms and computer programs, including elementary data structures. (Prerequisite: EGR 281)

COURSE DESCRIPTIONS

EGT 105 BASIC CIVIL DRAFTING

2.0 CR

This course covers the applications of drawing techniques, to structures, map topography, and other civil applications. (Prerequisite: EGT 110 or equivalent and MAT 101)

EGT 110 ENGINEERING GRAPHICS I

4.0 CR

This is an introductory course in engineering graphics science which includes beginning drawing techniques and development of skills to produce basic technical drawings. (Prerequisite: RDG 100 or equivalent; Corequisite: MAT 101)

EGT 114 WELDING PRINT BASICS

2.0 CR

This course covers the fundamentals of print reading for welding applications. (Prerequisite: RDG 031 or equivalent)

EGT 115 ENGINEERING GRAPHICS II

4.0 CR

This course in engineering graphics science includes additional drawing techniques for industrial applications. (Prerequisite: EGT 110)

EGT 117 WELDING PRINT PRINCIPLES

2.0 CR

This course covers welding symbols and their application to pipe fabrication. (Prerequisite: RDG 031 or equivalent)

EGT 128 MACHINE TOOL PRINT LAYOUT

2.0 CR

This course covers print layout, projection, and dimensioning for the machine tool trades. (Prerequisite: RDG 031 or equivalent)

EGT 130 GEOMETRIC DIMENSIONING & TOLERANCING APPL. 3.0 CR

This course covers interpreting, calculating tolerances, inspecting, computing geometrics of rejected parts, and analyzing the concepts of geometric control.

EGT 151 INTRODUCTION TO CAD

3.0 CR

This course covers the operation of a computer-aided drafting system. The course includes interaction with a CAD station to produce technical drawings. (Prerequisite: EGT 128)

EGT 210 ENGINEERING GRAPHICS III

4.0 CR

This advanced course in engineering graphics science covers the production of technical working drawings. (Prerequisite: EGT 115 or equivalent)

EGT 212 MACHINE TOOL PRINT TOPICS

2.0 CR

This course covers print reading related to the machine tool specialization with emphasis on sketching and interpreting appropriate symbols, notes, and codes. (Prerequisite: EGT 128)

EGT 225 ARCHITECTURAL DRAWING APPLICATIONS

4.0 CR

An advanced drawing course for architectural applications. (Prerequisite: EGT 115 or equivalent)

EGT 252 ADVANCED CAD

3.0 CR

This course covers advanced concepts of CAD software and applications. (Prerequisite: EGT 115 or equivalent)

EGT 282 RAPID PROTOTYPING

4.0 CR

This course includes a series of problems and exercises utilizing additive and subtractive prototyping technologies and 3-D modeling applications to produce working prototypes.

EGT 283 RAPID PROTOTYPING II**4.0 CR**

This course includes an advanced series of problems and exercises requiring the production of prototypes of architectural models, mechanical devices, and structural applications.

EGT 285 INTEGRATED RAPID PROTOTYPING APPLICATIONS**3.0 CR**

This course includes generating a prototype for a real-world problem utilizing 3-D modeling and rapid prototyping techniques.

EMS 111 INTERMEDIATE EMERGENCY CARE**5.0 CR**

This course is a study of the concepts and skills related to general patient assessment, initial management of life threatening emergencies, airway management, pulmonary ventilation and oxygen administration, the pathophysiology of shock and treatment modalities for the shock syndrome, and pharmacological actions of groups of drugs and fluids. Emphasis is placed on administration of medication and fluid therapy, basic vehicle extrication, and rescue.

EMS 112 EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE**3.0 CR**

This course reviews knowledge and builds on skills gained in Basic Emergency Medical Care and includes pathophysiology of shock management, IV initiation and fluid therapy, airway management, and advanced patient assessment.

EMS 115 BASIC TRAUMA LIFE SUPPORT**1.0CR**

This course is designed to educate the experienced pre-hospital healthcare provider in dealing with critically injured trauma patients in an emergency setting. An understanding of trauma care equipment, basic trauma-related and assessment skills are necessary. Current NAEMT PHTLS guidelines will be followed

EMS 116 ADVANCED CARDIAC LIFE SUPPORT**1.0 CR**

This course is designed to educate the experienced healthcare provider in dealing with critical cardiac patients in an acute, emergency setting. An understanding of cardiac equipment, basic pharmacology and cardiovascular function is necessary. Current American Heart Association guidelines will be followed.

EMS 120 PHARMACOLOGY**3.0 CR**

This course is a study of concepts related to the pharmacological actions of groups of drugs and includes the development of skills related to the administration of medications and intravenous therapy. Physiology of systems affected drug action is also included in the course.

EMS 210 ADVANCED EMERGENCY MEDICAL CARE I**5.0 CR**

This course is a study of the concepts and skills related to care of specific medical problems. Emphasis is placed on the pathophysiology and treatment modalities related to the respiratory system, cardiovascular system, and the endocrine system. Concepts related to the classification, therapeutic actions, and side effects of common chemotherapeutic agents are emphasized.

EMS 213 ADVANCED EMERGENCY MEDICAL CARE II**4.0 CR**

This course is a study of the concepts and skills related to care of specific medical problems. Emphasis is placed on the pathophysiology and treatment modalities related to the respiratory system, cardiovascular system, and the endocrine system. Concepts related to the classification, therapeutic actions, and side effects of common chemotherapeutic agents are emphasized.

COURSE DESCRIPTIONS

EMS 214 ADVANCED CLINICAL EXPERIENCE II 3.0 CR

This course includes hospital clinical experiences in coronary care and emergency and trauma settings.

EMS 217 INTRODUCTION TO ELECTROCARDIOGRAPHY 2.0 CR

This course covers the basic principles of recognizing and interpreting EKG tracings. Laboratory emphasis is placed on the operation of electrocardiographic equipment.

EMS 220 PARAMEDIC INTERNSHIP I 3.0 CR

This course includes experiences with advanced life support emergency medical service providers.

EMS 221 PARAMEDIC INTERNSHIP II 3.0 CR

This course builds on the experiences gained in Paramedic Internship I. Focus is on the student and their ability to apply knowledge gained in the classroom during an emergency situation while treating a wide variety of patients in different situations.

EMS 222 PARAMEDIC INTERNSHIP III 3.0 CR

This course builds on the experiences gained in Paramedic Internship II. Focus is centered on the student's ability to function as the EMS team leader and direct patient care in any emergency situation.

ENG 031 DEVELOPMENTAL ENGLISH BASICS 3.0.CR

Developmental English Basics is intended for students who need assistance with basic writing skills. Based on assessment of students' needs, instruction includes basic grammar and usage, mechanics, sentence structure, and basic writing. Assignments will include the writing of a variety of unified and coherent compositions with evidence of a controlling idea, introduction, body, and conclusion.

ENG 100 INTRODUCTION TO COMPOSITION (NON-DEGREE CREDIT) 3.0 CR

This course is a study of basic writing and different modes of composition and may include a review of usage. (Prerequisite: ENG 031 - Minimum grade of "C" or equivalent)

ENG 101 ENGLISH COMPOSITION I 3.0 CR

This is a course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented. (Prerequisite: ENG 100 - Minimum grade of "C" or equivalent and RDG 100 - Minimum grade of "C" or equivalent)

ENG 102 ENGLISH COMPOSITION II 3.0 CR

This is a course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included. (Prerequisite: ENG 101 or equivalent—Minimum grade of "C")

ENG 155 COMMUNICATIONS I 3.0 CR

This course introduces the principles of expository writing and public speaking through practice and development of communication skills. (Prerequisite: ENG 100 - Minimum grade of "C" or equivalent and RDG 100 - Minimum grade of "C" or equivalent)

ENG 156 COMMUNICATIONS II 3.0 CR

This course is a continuation of the development of communication skills through writing, speaking, and library research assignments. (Prerequisite: ENG 155—Minimum grade of "C")

ENG 160 TECHNICAL COMMUNICATIONS**3.0 CR**

This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports. (Prerequisite: ENG 101 or equivalent—Minimum grade of “C”)

ENG 201 AMERICAN LITERATURE I**3.0 CR**

This course is a study of American literature from the Colonial Period to the Civil War. (Prerequisite: ENG 102—Minimum grade of “C”)

ENG 202 AMERICAN LITERATURE II**3.0 CR**

This course is a study of American literature from the Civil War to the present. (Prerequisite: ENG 102—Minimum grade of “C”)

ENG 205 ENGLISH LITERATURE I**3.0 CR**

This is a course in which the following topics are presented: the study of English literature from the Old English Period to the Romantic Period with emphasis on major writers and periods. (Prerequisite: ENG 102—Minimum grade of “C”)

ENG 206 ENGLISH LITERATURE II**3.0 CR**

This is a course in which the following topics are presented: the study of English literature from the Romantic Period to the present with emphasis on major writers and periods. (Prerequisite: ENG 102—Minimum grade of “C”)

ENG 208 WORLD LITERATURE I**3.0 CR**

This course is a study of masterpieces of world literature in translation from the Ancient World to the sixteenth century. (Prerequisite: ENG 102—Minimum grade of “C”)

ENG 209 WORLD LITERATURE II**3.0 CR**

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present. (Prerequisite: ENG 102—Minimum grade of “C”)

ENG 214 FICTION**3.0 CR**

This course is a study of fiction from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies. (Prerequisite: ENG 102—Minimum grade of “C”)

ENG 238 CREATIVE WRITING**3.0 CR**

This course presents an introduction to creative writing in various genres. (Prerequisite: ENG 101 or equivalent—Minimum grade “C”)

EVT 110 INTRODUCTION TO TREATMENT FACILITIES**3.0 CR**

This course covers the physical, chemical and biological principles of operation of water and wastewater treatment systems. The basic unit processes, laboratory chemical analysis, control parameters, and mathematical problem solving related to collection systems, treatment facilities, and distribution systems are introduced. (Recommend Prerequisite: CHM 101 or CHM 110)

**EVT 111 INTRODUCTION TO WATER AND WASTEWATER
TREATMENT FACILITIES****1.0 CR**

This course introduces the chemical and biological analytical techniques, and microbiological analysis used to measure water and wastewater quality.

COURSE DESCRIPTIONS

EVT 201 ENVIRONMENTAL SCIENCE 3.0 CR

This course is an introduction to the basic principles of environmental science including ecology, energy, resources, waste management, air, water, and soil pollution. (Prerequisite: CHM 105)

EVT 206 INTRODUCTION TO ENVIRONMENTAL COMPLIANCE 3.0 CR

This course covers an introduction to regulatory concepts and requirements for compliance with environmental regulations by governmental and non-governmental entities.

EVT 254 INDUSTRIAL SAFETY & EMERGENCY RESPONSE 3.0 CR

This course covers state and federal regulations related to worker safety, industrial hygiene, and response to emergency situations. Emphasis is placed on response to releases of hazardous materials. The students will be provided the necessary environmental health and safety training required for a 40-hour HAZWOPER Certificate of Completion.

FRE 101 ELEMENTARY FRENCH I 4.0 CR

This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture. (Prerequisite: ENG 100 or equivalent--Minimum grade of "C")

FRE 102 ELEMENTARY FRENCH II 4.0 CR

This course continues the development of the four basic language skills and the study of French culture. (Prerequisite: FRE 101-- Minimum grade of "C")

GER 101 ELEMENTARY GERMAN I 4.0 CR

This course is a study of the four basic language skills: listening, speaking, reading, and writing. The course includes an introduction to German culture. (Prerequisite: ENG 100 or equivalent--Minimum grade of "C")

GER 102 ELEMENTARY GERMAN II 4.0 CR

This course continues the development of the four basic language skills and the study of German culture. (Prerequisite: GER 101-- Minimum grade of "C")

HIM 130 BILLING AND REIMBURSEMENT 3.0 CR

This course provides an introduction to medical insurance billing and reimbursement practices with emphasis on the primary payers such as Medicare and Medicaid. (Prerequisites ENG 100, RDG 100, MAT 150 or equivalent, AOT 110, AHS 102, BIO 112)

HIS 101 WESTERN CIVILIZATION TO 1689 3.0 CR

This course is a survey of western civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping western cultural tradition. (Prerequisite: ENG 100 or equivalent)

HIS 102 WESTERN CIVILIZATION POST 1689 3.0 CR

This course is a survey of western civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern western world. (Prerequisite: ENG 100 or equivalent)

HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 3.0 CR

This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period. (Prerequisite: ENG 100 or equivalent)

HIS 202 AMERICAN HISTORY: 1877 TO PRESENT**3.0 CR**

This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period. (Prerequisite: ENG 100 or equivalent)

HSS 205 TECHNOLOGY AND SOCIETY**3.0 CR**

This course is an investigation of the impact of modern technological changes in America on the individual, society, and the physical environments. (Prerequisite: ENG 100 or equivalent)

HUS 101 INTRODUCTION TO HUMAN SERVICES**3.0 CR**

This course covers an overview of the field of human services. Role responsibilities, problems, boundaries, and strategies of human service workers are included. A minimal grade of C is required in this course.. (Prerequisite: MAT 150, ENG 100 - Minimum grade of "C" or equivalent and RDG 100 - Minimum grade of "C" or equivalent).

**HUS 102 PERSONAL AND PROFESSIONAL DEVELOPMENT IN
HELPING PROFESSIONS****3.0 CR**

This course provides students with the opportunity to gain a greater awareness of "self" through values clarification activities, reflective writings, etc., and to understand how attributes, values and beliefs impact both their personal and professional lives. A minimal grade of C is required in this course.. (Prerequisite: MAT 150, ENG 100 - Minimum grade of "C" or equivalent and RDG 100 - Minimum grade of "C" or equivalent)

HUS 150 SUPERVISED FIELD PLACEMENT I**3.0 CR**

This course includes work experience assignments by students in selected human services agencies. A minimal grade of C is required in this course.. (Prerequisite: MAT 150, ENG 100 - Minimum grade of "C" or equivalent and RDG 100 - Minimum grade of "C" or equivalent)

HUS 205 GERONTOLOGY**3.0 CR**

This course is a survey of the physical, social, and mental changes that occur as a person ages. The related problems and current programs designed for people age 55 and over are studied in the course. A minimal grade of C is required in this course.. (Prerequisite: MAT 150, ENG 100 - Minimum grade of "C" or equivalent and RDG 100 - Minimum grade of "C" or equivalent)

HUS 208 ALCOHOL AND DRUG ABUSE**3.0 CR**

This course is a study of the etiology of alcohol and drug abuse, various types of addictive substances, physical, mental and social implications, programs in rehabilitation, and preventive education. A minimal grade of C is required in this course. (Prerequisite: MAT 150, ENG 100 - Minimum grade of "C" or equivalent and RDG 100 - Minimum grade of "C" or equivalent)

**HUS 214 HEALTH, WELLNESS & NUTRITION FOR SPECIAL
POPULATIONS****3.0CR**

This course discusses theoretical etiologies, current thinking, and current trends in the field of health and wellness in gerontology and developmental disabilities. A minimal grade of C is required in this course. (Prerequisite: MAT 150, ENG 100 - Minimum grade of "C" or equivalent and RDG 100 - Minimum grade of "C" or equivalent)

COURSE DESCRIPTIONS

HUS 208 ALCOHOL AND DRUG ABUSE

3.0 CR

This course is a study of the etiology of alcohol and drug abuse, various types of addictive substances, physical, mental and social implications, programs in rehabilitation, and preventive education. A minimal grade of C is required in this course. (Prerequisite: MAT 150, ENG 100 - Minimum grade of "C" or equivalent and RDG 100 - Minimum grade of "C" or equivalent)

HUS 217 ADDICTIONS COUNSELING

3.0 CR

This course provides specific skills for the diagnosis and treatment of substance abuse and additions. Topics to be discussed include causes and diagnoses of additions, and treatment modalities. A minimal grade of C is required in this course. (Prerequisite: MAT 150, ENG 100 - Minimum grade of "C" or equivalent and RDG 100 - Minimum grade of "C" or equivalent)

HUS 230 INTERVIEWING TECHNIQUES

3.0 CR

This course covers the development of skills necessary for interviews in various organizational settings. Students in human services will use these skills and knowledge in supervised field placements. A minimal grade of C is required in this course. (Prerequisite: MAT 150 ENG 100 - Minimum grade of "C" or equivalent and RDG 100 - Minimum grade of "C" or equivalent)

IMT 102 INDUSTRIAL SAFETY

2.0 CR

Covers safety awareness and practices found in industry. (Prerequisites: RDG 031 or equivalent; MAT 032 or equivalent)

IMT 104 SCHEMATICS

2.0 CR

This course covers the interpretation of mechanical, fluid power, and/or electrical schematics. (Prerequisites: RDG 031 or equivalent; MAT 032 or equivalent)

IMT 114 BENCHWORK AND ASSEMBLY

2.0 CR

This course covers the use of hand and power tools, measuring, and prints associated with an assembly project. (Prerequisites: RDG 031 or equivalent; MAT 032 or equivalent)

IMT 120 MECHANICAL INSTALLATIONS

5.0 CR

This course covers techniques of assembling, rigging, and installation and/or maintenance of mechanical equipment. (Prerequisites: RDG 031 or equivalent; MAT 032 or equivalent)

IMT 123 AIR COMPRESSORS

2.0 CR

This course covers methods used to install and/or maintain various types of air compressors. (Prerequisites: RDG 031 or equivalent; MAT 032 or equivalent)

IMT 131 HYDRAULICS AND PNEUMATICS

4.0 CR

This course covers the basic hydraulic terminology and principles of hydraulics and pneumatics. (Prerequisites: RDG 031 or equivalent; MAT 032 or equivalent)

IMT 151 PIPING SYSTEMS

3.0 CR

This course covers plumbing and piping systems used in industrial commercial and/or residential construction. Emphasis is placed on the reading and sketching of piping schematics as well as the fabrication and design of piping systems. (Prerequisites: RDG 031 or equivalent; MAT 032 or equivalent)

IMT 161 MECHANICAL POWER APPLICATIONS

4.0 CR

This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance. (Prerequisites: RDG 031 or equivalent; MAT 032 or equivalent)

IMT 163 PROBLEM SOLVING FOR MECHANICAL APPLICATIONS 3.0 CR

This course covers troubleshooting techniques such as mathematical calculations and mechanical procedures. (Prerequisites: RDG 031 or equivalent; MAT 032 or equivalent)

IST 101 ORIENTATION TO IT PROFESSIONS 1.0 CR

This course will provide an overview of the information technology field. Topics will include information technology professions, employment skills, salaries, associations, terms and definitions, and current issues in the field.

IST 103 SECURITY AWARENESS 1.0 CR

This course provides an overview of information security issues including data confidentiality. This course will promote security awareness for organizations and individuals.

IST 104 INTRODUCTION TO THE INTERNET 1.0 CR

This course is an introduction to the Internet and the World Wide Web, and includes FTP, Telnet, Archie, Gopher, and E-mail functions.

IST 105 INTERNET SEARCH TECHNIQUES 1.0 CR

This course is designed as a guide to effective Internet search techniques and tools.

IST 106 WEB SITES AND HOME PAGES 1.0 CR

This course is a guide to planning and designing a web page including HTML fundamentals, adding graphics and images, and creating links to related subjects.

IST 188 HARDWARE BASICS AND OPERATION SYSTEMS 5.0 CR

This course is the study of installation, upgrading and configuration of personal computers from the basics of motherboards and memory to an introduction to networking, along with installation, configuration and upgrading operating systems. (Recommended Prerequisite: CPT 114)

IST 201 CISCO INTERNET WORKING CONCEPTS 3.0 CR

This course is a study of current and emerging computer networking technology; topics covered include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing, and network standards. (Prerequisites: ENG 031 or equivalent, MAT 032 or equivalent, and RDG 031 - Minimum grades of "SC" or equivalent)

IST 202 CISCO ROUTER CONFIGURATION 3.0 CR

This course is a study of LANs, WANs, OSI models, Ethernet, token ring, fiber distributed data interface, TCP/IP addressing protocol, dynamic routing, routing, and the network administrator's role and function. (Prerequisite: IST 201 - Minimum grade of "C")

IST 203 ADVANCED CISCO ROUTER CONFIGURATION 3.0 CR

This course is a study of configuring Cisco routers. (Prerequisite: IST 202 - Minimum grade of "C")

IST 204 CISCO TROUBLESHOOTING 3.0 CR

This course is a study of troubleshooting network problems. (Prerequisite: IST 203 - Minimum grade of "C")

COURSE DESCRIPTIONS

IST 220 DATA COMMUNICATIONS 3.0 CR

This course is a study of the fundamentals of data communications. Basic signaling, networking, and various transmission media are covered. (Corequisite: CPT 114)

IST 221 ADVANCED DATA COMMUNICATIONS 3.0 CR

This course is a study of the structure of the telecommunications industry. Topics include the components, services, and features of the most popular voice communications system. (Prerequisite: IST 251 or IST 252—Minimum grade of “C”)

IST 225 INTERNET COMMUNICATIONS 3.0 CR

This course covers introductory topics and techniques associated with the Internet and Internet communications. Techniques on how to use and access various types of information and as well as how to find resources and navigate the Internet are included.

IST 226 INTERNET PROGRAMMING 3.0 CR

This course covers designing Internet pages and applications for personal/business use, writing the required program code in languages such as HTML, Java, and VRML, testing and debugging programs, uploading and maintaining Internet pages and applications. (Recommended prerequisite: IST 106)

IST 251 LAN NETWORKING TECHNOLOGIES 3.0 CR

This course provides software-specific concepts of local area network (LAN) communications, networking and connectivity. (Corequisite: IST 201 or IST 220)

IST 252 LAN SYSTEM MANAGER 3.0 CR

This course covers the fundamental skills needed to effectively manage a local network from introductory to advanced. (Corequisite: IST 201 or IST 220)

IST 253 LAN SERVICE AND SUPPORT 3.0 CR

This course focuses on installing, maintaining and troubleshooting local area networks in a lab environment. (Prerequisite: IST 251 or IST 252--Minimum grade of “C”)

IST 254 CENTRALIZED NETWORK MANAGEMENT 3.0 CR

This course is a study of how SNMP (simple network management protocol) and the network management console can work together to create a network managed by a central console. Working with CMIP/CMIS (common management information protocol/common management information services) software including tracking of hardware/software configuration, installation of desktop application from a central location, receiving/forwarding alerts, etc. (Prerequisite: IST 251 or IST 252--Minimum grade of “C”)

IST 260 NETWORK DESIGN 3.0 CR

This course is a study of the processes and techniques required to identify the most attractive design solution of a telecommunications network-combining creativity, rigorous discipline analysis, and synthesis while emphasizing the solution in terms of cost and performance. (Prerequisite: IST 251 or IST 252--Minimum grade of “C”)

IST 272 RELATIONAL DATABASE 3.0 CR

This course provides a comprehensive foundation in both SQL and relational database design and implementation. Dynamic and embedded SQL programming techniques are emphasized. (Prerequisite: CPT 242--Minimum grade of “C”)

IST 273 ADVANCED CLIENT/SERVER DEVELOPMENT TOOLS 3.0 CR

This course provides extensive practical experience with commercially available client/service development tools. The student will use visual development tools to create G.U.I. client applications and to compose statements for server access. (Prerequisite: IST 251 or IST 252)

IST 291 FUNDAMENTALS OF NETWORK SECURITY I 3.0 CR

This course is the study of intro levels of security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to manage network security. (Prerequisites: IST 101, IST 103, and IST 251)

IST 292 FUNDAMENTALS OF NETWORK SECURITY II 3.0 CR

This course is the study of advanced security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to install/configure secure firewalls. (Prerequisites: IST 202 and IST 291)

IST 293 IT AND DATA ASSURANCE I 3.0 CR

This course introduces the basics of network security. Topics covered will include network vulnerabilities and threats, security planning, security technology, network security organization, as well as legal and ethical issues related to network security. (Prerequisites: IST 202 and IST 291)

IST 294 IT AND DATA ASSURANCE II 3.0 CR

This course introduces methods for attacking a network. Concepts, principles, tools and techniques for attacking and disabling a network will be covered in the context of understanding how to properly secure a network as a network administrator. (Prerequisites: IST 292 and IST 293)

JOU 101 INTRODUCTION TO JOURNALISM 3.0 CR

This course is a study of basic rhetorical and ethical principles of journalistic writing for news and media including newspapers, journals, radio, and television. (Prerequisite: ENG 100 or equivalent)

JOU 201 NEWS WRITING 3.0 CR

This course is a study of skills and techniques required in preparing copy for publication. (Prerequisite: ENG 101 or equivalent—Minimum grade of C)

LEG 120 TORTS 3.0 CR

This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause, and defenses. (Prerequisites: ENG 100 and RDG 100—Minimum grades of “C”)

LEG 125 INTRODUCTION TO THE LEGAL SYSTEM 3.0 CR

This course is designed to expose students to laws that affect them in their professional and personal lives including, contract, tort, family, criminal, administrative and property law. The student will also learn methods of resolving disputes through trial procedures and alternative dispute resolutions. (Prerequisites: ENG 100 and RDG 100—Minimum grades of “C”)

COURSE DESCRIPTIONS

LEG 213 FAMILY LAW

3.0 CR

This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody, and the juvenile. (Prerequisites: ENG 100 and RDG 100—Minimum grades of “C”)

LEG 214 PROPERTY LAW

3.0 CR

This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures. (Prerequisites: ENG 100 and RDG 100—Minimum grades of “C”)

LEG 233 WILLS, TRUSTS, & PROBATE

3.0 CR

This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of trust and probate administration. (Prerequisites: ENG 100 and RDG 100—Minimum grades of “C”)

LOG 110 INTRODUCTION TO LOGISTICS

3.0 CR

This course is a basic overview of logistics management. Logistics involves the flow of goods and services involving such aspects as warehousing, materials handling, inventory control, and transportation from the raw material to the end user. (Prerequisites: ENG 100 and RDG 100 or equivalent)

LOG 125 TRANSPORTATION LOGISTICS

3.0 CR

This course is the study of the role that various modes of transportation play in products & services getting to the end user. Students will be able to identify transportation modes, understand governing regulations, describe terminology and principles, & understand environmental and economic impact. (Prerequisites: ENG 100 and RDG 100 or equivalent)

LOG 215 SUPPLY CHAIN MANAGEMENT

3.0 CR

The study of all activities between suppliers, producers, and end users involving the flow of goods and services to include functions such as purchasing, manufacturing, assembling, and distribution. The student will understand supply chain units and materials management processes. (Prerequisites: ENG 100 and RDG 100 or equivalent, and LOG 110)

LOG 235 TRAFFIC MANAGEMENT

3.0 CR

This course examines the flow of various traffic activities within an organization's supply chain. The student will be able to compare transportation service providers, understand the issues facing transportation managers, and describe the impact of decisions on total supply chain costs. (Prerequisites: ENG 100 and RDG 100 or equivalent and LOG 125)

LOG 240 PURCHASING LOGISTICS

3.0 CR

This course is the study of how purchasing impacts materials management, supply chain, transportation, and global logistics processes. The student will understand methods of electronic sourcing as well as negotiating and pricing principles. (Prerequisites: ENG 100 and RDG 100 or equivalent and LOG 110)

LOG 250 ADVANCED GLOBAL LOGISTICS

3.0 CR

This course examines advanced applications related to global operations and logistics strategies, planning, technology, risk, and management necessary in a global business environment. Emphasis is placed on global sourcing, shipping, tracking, and e-logistics systems. (Prerequisites: ENG 100 and RDG 100 or equivalent and LOG 125)

MAT 031 DEVELOPMENTAL MATHEMATICS BASICS**3.0CR**

Developmental Mathematics Basics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals, and percents. Application skills are emphasized.

MAT 032 DEVELOPMENTAL MATHEMATICS**3.0 CR**

Developmental Mathematics includes a review of arithmetic skills, and focuses on the study of measurement and geometry, basic algebra concepts, and data analysis. Application skills are emphasized. (Prerequisite: MAT 031—Minimum grade of “C”)(Expanded algebra content; effective August 2010.)

MAT 101 BEGINNING ALGEBRA**3.0 CR**

This course includes the study of rational numbers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials, and factoring. (Prerequisite: MAT 032 or equivalent – Minimum grade of “C”)

MAT 102 INTERMEDIATE ALGEBRA**3.0 CR**

This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions. (Prerequisite: MAT 101 or equivalent – Minimum grade of “C”)

MAT 110 COLLEGE ALGEBRA**3.0 CR**

This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials; (Prerequisite: MAT 102 or equivalent – Minimum grade of “C”)

MAT 111 COLLEGE TRIGONOMETRY**3.0 CR**

This course includes the following topics: circular functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre’s Theorem; vectors; conic sections; sequences; and series. (Prerequisite: MAT 110 or equivalent – Minimum grade of “C”)

MAT 120 PROBABILITY AND STATISTICS**3.0 CR**

This course includes the following topics: introductory probability and statistics, including organization of data, sample space, concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals, and test hypothesis for large and small samples; types I and II errors; linear regression; and correlation. (Prerequisite: MAT 102 or equivalent – Minimum grade of “C”)

MAT 122 FINITE COLLEGE MATHEMATICS**3.0 CR**

This course includes the following topics: logic; sets; Venn diagrams; counting problems; probability; matrices; systems of equations; linear programming, including the simplex method and applications; graphs; and networks. (Prerequisite: MAT 110 or equivalent – Minimum grade of “C”)

MAT 130 ELEMENTARY CALCULUS**3.0 CR**

This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential functions; and interpretation and application of these processes. (Prerequisite: MAT 110 or equivalent – Minimum grade of “C”)

COURSE DESCRIPTIONS

MAT 140 ANALYTICAL GEOMETRY & CALCULUS I

4.0 CR

This course includes the following topics: derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. (Prerequisites: MAT 110 and MAT 111 or equivalents — Minimum grades of “C”)

MAT 141 ANALYTICAL GEOMETRY & CALCULUS II

4.0 CR

This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals. (Prerequisite: MAT 140 or equivalent – Minimum grade of “C”)

MAT 155 CONTEMPORARY MATHEMATICS

3.0 CR

This course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurement, graph sketching and interpretations, and descriptive statistics. (Prerequisite: MAT 032 or equivalent – Minimum grade of “C”)

MAT 165 STATISTICS

3.0 CR

This course includes the following topics: statistical data, statistical methods, presentation of data, sampling techniques, measures of central tendency, variability, correlation, and probability. (Prerequisite: MAT 101 or equivalent – Minimum grade of “C”)

MAT 240 ANALYTICAL GEOMETRY AND CALCULUS III

4.0 CR

This course includes the following topics: multivariable calculus, including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and Stokes' and Green's Theorems. (Prerequisite: MAT 141 or equivalent – Minimum grade of “C”)

MAT 242 DIFFERENTIAL EQUATIONS

4.0 CR

This course includes the following topics: solution of linear and elementary non-linear differential equations by standard methods with sufficient linear algebra to solve systems; applications; series; LaPlace Transform; and numerical methods. (Prerequisite: MAT 240 or equivalent – Minimum grade of “C”)

MAT 250 ELEMENTARY MATHEMATICS

3.0 CR

This course provides students with an understanding of the meaning of numbers, fundamental operations of arithmetic, structure of the real number system and its subsystems, and elementary numbers theory. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university. (Prerequisite: Successful completion of the Skills Check Test (minimum score of 70))

MAT 251 ELEMENTARY MATHEMATICS II

3.0 CR

This course provides students with an understanding of informal geometry and basic concepts of algebra. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university. (Prerequisite: MAT 250 – Minimum grade of “C”)

MED 113 BASIC MEDICAL LABORATORY TECHNIQUES 3.0 CR

This course provides a study of specimen collection techniques for related laboratory procedures routinely preformed in medical offices and clinics;including hematology and procedures related to body fluids. Prerequisites: ENG 100, RDG 100 or equivalent, AHS 102, BIO 112,all with minimum grade of C)

MED 114 MEDICAL ASSISTING CLINICAL PROCEDURES 4.0 CR

Covers examination room techniques, including vital signs, specialty examination, minor surgical techniques, and emergency procedures. (Prerequisites: AHS 102, BIO 112; RDG 100, ENG 100, MAT 150 or equivalent all with minimum grade of C)

MED 117 CLINICAL PRACTICE 5.0 CR

This course provides practical application of administrative and clinical skills in medical facility environments (Prerequisites MED 113, MED 114, AOT 110, AOT 252, HIM 130 all with minimum grade of C)

MET 211 STRENGTH OF MATERIALS 4.0 CR

This course covers externally applied forces and internally induced stresses in structural members and machine components. Materials selection and sizing components to meet requirements are included. (Prerequisite: EGR 190)

MET 214 FLUID MECHANICS 3.0 CR

This course is a study of the physical properties of fluids and includes hydrostatics, buoyancy, flow of incompressible fluids, orifices, venturis and nozzles. (Corequisite: EGR 190)

MET 219 PRODUCTION PROCESS PLANNING 2.0 CR

This course covers the development of techniques to achieve the most efficient sequence of operations in manufacturing processes. (Prerequisite: EGR 175)

MET 222 THERMODYNAMICS 4.0 CR

This course includes the study of the thermodynamic principles of heat, work, non-flow and steady flow processes, and cycles. The use of thermodynamic tables and charts is stressed. (Prerequisite: MAT 110 or equivalent) (Corequisite: MET 214)

MET 226 APPLIED HEAT PRINCIPLES 4.0 CR

Covers energy transfer principles involved in heating, cooling, and power cycles. Emphasis is placed on the optimization of thermal efficiency through the study of various thermodynamic cycles. (Prerequisite: ACR 120 or MET 222)

MET 231 MACHINE DESIGN 4.0 CR

This course covers the design and applications of machine elements such as shafts, couplings, springs, brakes, clutches, gears and bearings. It also covers the applications of principles of DC/AC, statics, strength of materials, engineering drawing and dynamics to the design of simple machines. (Prerequisite: EGR 190) (Corequisite: MET 211)

MET 235 MANUFACTURING ENGINEERING PRINCIPLES 2.0 CR

This course covers an analysis of the management of manufacturing using the tools of work cell design, standards, process planning, inventory control, and quality control. It includes analytical decision making and planning techniques. (Prerequisite: EGR 175)

COURSE DESCRIPTIONS

MGT 101 PRINCIPLES OF MANAGEMENT

3.0 CR

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

MGT 110 OFFICE MANAGEMENT

3.0 CR

This course is a study of various approaches to office organization and management, personnel selection and training, and ergonomics in the modern office.

MGT 120 SMALL BUSINESS MANAGEMENT

3.0 CR

This course is a study of small business management and organization, forms of ownership, and the process of starting a new business.

MGT 121 SMALL BUSINESS OPERATIONS

3.0 CR

This course is a study of the daily operations of an established small business, emphasizing staffing, recordkeeping, inventory control, and marketing. (Prerequisite: MGT 120)

MGT 201 HUMAN RESOURCE MANAGEMENT

3.0 CR

This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and wage, salary, and benefit administration.

MGT 280 EXECUTIVE DEVELOPMENT

3.0 CR

This course is a study of personal leadership styles and traits appropriate for middle and upper levels of management.

MKT 101 MARKETING

3.0 CR

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution.

MKT 140 E-MARKETING

3.0 CR

This course is a study of electronic marketing in addition to traditional marketing topics, special emphasis will be placed on internet marketing fundamentals, strategies, and trends.

MKT 141 ELECTRONIC COMMERCE STRATEGIES

3.0 CR

This course is an overview of the e-commerce business from the conception to implementation and evaluation. Special emphasis will be placed on budgeting, securing financial resources and fiscal management.

MKT 145 LEGAL ISSUES IN E-COMMERCE

3.0 CR

This course is a study of legal issues related to e-commerce. Special emphasis will be placed on copyright laws, intellectual property rights and patent law.

MKT 265 RETAILING STRATEGIES AND APPLICATIONS

3.0 CR

This course is a study of the applications and management of business strategies in the retailing industry, including business planning, site selection, merchandise management, pricing strategies, promotions strategies, store organization and layout.

MLT 101 INTRO TO MEDICAL LABORATORY TECHNOLOGY

2.0 CR

This course provides an introduction to laboratory medicine, including techniques for routine laboratory procedures, medical terminology, safety, and an overview of each area within the laboratory.

MLT 105 MEDICAL MICROBIOLOGY

4.0 CR

This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.

MLT 108 URINALYSIS AND BODY FLUIDS

3.0 CR

This course introduces the routine analysis and clinical significance of urine and other body fluids.

MLT 110 HEMATOLOGY

4.0 CR

This course provides a study of the basic principles of hematology, including hemoglobins, hematocrits, white and red counts, and identification of blood cells.

MLT 112 INTRODUCTION TO PARASITOLOGY

2.0 CR

This course provides an introductory study of human parasites, including classification, life cycles, and differential morphology of the medically important parasites.

MLT 120 IMMUNOHEMATOLOGY

4.0 CR

This course introduces the theory and practice of blood banking, including the ABO, Rh, and other blood group systems, compatibility testing, and HDN.

MLT 125 INTRODUCTION TO CLINICAL CHEMISTRY

4.0 CR

This course provides an introduction to basic concepts in clinical chemistry.

MLT 242 SURVEY IN MEDICAL LABORATORY TECHNOLOGY

5.0 CR

This course correlates clinical experience with theoretical concepts.

MLT 243 ADVANCED SURVEY IN MEDICAL LAB TECHNOLOGY

5.0 CR

This course correlates clinical experience with advanced theoretical concepts.

MLT 251 CLINICAL EXPERIENCE I

5.0 CR

This course provides an integrated, clinically based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

MLT 252 CLINICAL EXPERIENCE II

5.0 CR

This course provides an integrated, clinically based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

MLT 253 CLINICAL EXPERIENCE III

5.0 CR

This course provides an integrated, clinically based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

MLT 254 CLINICAL EXPERIENCE IV

5.0 CR

This course provides an integrated, clinically based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

MTT 121 MACHINE TOOL THEORY I

3.0 CR

This course covers the principles involved in the production of precision metal parts. (Prerequisite: RDG 031 or equivalent)

MTT 122 MACHINE TOOL PRACTICE I

4.0 CR

This course covers practical experiences using the principles in Machine Tool Theory I. (Prerequisite: RDG 031 or equivalent)

COURSE DESCRIPTIONS

MTT 124 MACHINE TOOL PRACTICE II

4.0 CR

This course covers the practical application of the principles in Machine Tool Theory II. These principles are included in the machining of parts using machine tools, including lathes, mills, drill presses, jig bores, and the attachments for each. (Prerequisites: MTT 121 and MTT 122)

MTT 126 MACHINE TOOL PRACTICE III

4.0 CR

This course covers the practical application of the principles in Machine Tool Theory III. These principles are included in the machining, heat treating, and grinding of complex metal parts. (Prerequisites: MTT 121 and MTT 122)

MTT 141 METALS AND HEAT TREATMENT

3.0 CR

This course is a study of the properties, characteristics, and heat treatment procedures of metal.

MTT 145 MACHINING OF METALS

3.0 CR

This course covers theoretical and practical properties of metals, their required stock removal/speeds/feeds/and depths of cut, and finish requirements.

MTT 147 TOOL AND CUTTER GRINDING

2.0 CR

This course covers theoretical and practical training in cutting tools, cutting tool angles, the mechanics of material removal, and the operations of tool and cutter grinding equipment.

MTT 215 TOOL ROOM MACHINING I

4.0 CR

This course covers advanced machine tool operations, including an introduction to basic die making. (Prerequisites: MTT 124 and MTT 126)

MTT 216 TOOL ROOM MACHINING II

4.0 CR

This course covers advanced machine tool operations, including complex die operations. (Prerequisites: MTT 124 and MTT 126)

MTT 231 TOOL AND DIEMAKING I

5.0 CR

This course covers the manufacture and use of a simple blanking or piercing die or tools. (Prerequisites: ENG 155, MTT 215, MTT 216 and MAT 155)

MTT 232 TOOL AND DIEMAKING II

5.0 CR

This course covers the manufacture and use of a compound die or tools. (Prerequisite: MTT 231)

MTT 241 JIGS AND FIXTURES I

2.0 CR

This course includes the theory necessary to design working prints of simple jigs and fixtures. (Prerequisites: MTT 215 and MTT 216)

MTT 242 JIGS AND FIXTURES II

2.0 CR

This course includes the theory necessary to design a complex jig or fixture for piece part production. (Prerequisite: MTT 241)

MTT 253 CNC PROGRAMMING AND OPERATIONS

3.0 CR

This course is a study of the planning, programming, selecting tooling, determining speeds and feeds, setting up, operating, and testing of CNC programs on CNC machines. (Prerequisites: MTT 254 and MTT 255)

MTT 254 CNC PROGRAMMING I**3.0 CR**

This course is a study of CNC programming, including machine language and computer assisted programming. (Prerequisites: MTT 215, MTT 216, and RDG 031 or equivalent)

MTT 255 CNC PROGRAMMING II**3.0 CR**

This course includes CNC programming with simulated production conditions. (Prerequisite: MTT 254)

MTT 258 MACHINE TOOL CAM**3.0 CR**

This course is a study of computer assisted manufacturing graphics systems needed to create CNC programs.

**MTT 270 OPERATION & PROGRAMMING OF COORDINATE
MEASURING MACHINES****3.0 CR**

This course is a study of the operation, application and programming of coordinate measuring machines (CMM).

MUS 105 MUSIC APPRECIATION**3.0 CR**

This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences. (Prerequisite: ENG 100 or equivalent)

NUR 104 NURSING CARE MANAGEMENT I**4.0 CR**

This course focuses on the knowledge, skills, and abilities that are fundamental to nursing practice with application in acute or extended care settings. [Prerequisite - Admission to the Nursing Program, NUR 206, Corequisite - BIO 210; COL 101; ENG 101; NUR 106]

NUR 106 PHARMACOLOGIC BASICS**2.0 CR**

This introductory course outlines the basic concepts of pharmaceuticals, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The process of clinical calculations is introduced, as well as the major drug classifications. [Prerequisite - Admission to the Nursing Program, NUR 206, Corequisite - BIO 210; COL 101; ENG 101; NUR 104;]

NUR 140 IV THERAPY**1.0 CR**

This course is a study of the principles and practices of intravenous therapy. Emphasis is placed on venipuncture techniques, complications, fluid balance and the responsibilities of a licensed nurse.

NUR 159 NURSE CARE MANAGEMENT II**6.0 CR**

This course focuses on the delivery of nursing care to an increasing number of individuals experiencing health problems emphasizing selected physiological systems. [Prerequisite - NUR 104; NUR 206; NUR 106, BIO 210, COL 101, ENG 101, Corequisite - BIO 211; PSY 201]

NUR 201 TRANSITION NURSING**3.0 CR**

This course facilitates the transition of the practical nurse graduates to the role of associate degree nursing student. (Prerequisite - Licensure as a Practical Nurse)

NUR 206 CLINICAL SKILLS APPLICATION**2.0 CR**

This course involves the application of knowledge, skills, and abilities in a clinical setting. [Prerequisite - Admission to the Nursing Program, Corequisite - BIO 210; COL 101; ENG 101;]

COURSE DESCRIPTIONS

NUR 209 NURSING MANAGEMENT III 5.0 CR

This course focuses on the delivery of nursing care to an increasing number of individuals experiencing health problems emphasizing selected physiologic systems. [Prerequisite - NUR 211, PSY 201, BIO 211 Corequisite - ENG 102]

NUR 211 CARE OF THE CHILDBEARING FAMILY 4.0 CR

This course facilitates the application of the nursing process to assist in meeting the needs of the childbearing and childrearing family. Focus is on both normal and abnormal aspects. [Prerequisites - NUR 159, BIO 210, COL 101, ENG 101 Corequisites - PSY 201; BIO 211]

NUR 214 MENTAL HEALTH NURSING 4.0 CR

This course facilitates the utilization of the nursing process to assist in meeting the needs of patients with common mental health problems. Focus is on the dynamics of human behavior ranging from normal to extreme. (Prerequisite - NUR 229, BIO 225, MAT 110, Corequisites Humanities/Fine Arts Elective; General Elective)

NUR 219 NURSING MANAGEMENT & LEADERSHIP 4.0 CR

This course prepares the student for the professional nursing role through the introduction of management skills required to care for small groups of individuals and to function as a leader of a nursing team.(Prerequisite - NUR 214, Corequisite - Humanities/Fine Arts Elective; General Elective)

NUR 229 NURSING MANAGEMENT IV 6.0 CR

This course focuses on the delivery of nursing care to clients throughout the lifespan who are experiencing complex, multi-system health problems. (Prerequisite - NUR 209, ENG 102, Corequisite - BIO 225; MAT 110)

PHI 101 INTRODUCTION TO PHILOSOPHY 3.0 CR

This course includes a topical survey of the three main branches of philosophy--epistemology, metaphysics, and ethics--and the contemporary questions related to these fields. (Recommended Prerequisite: ENG 100)

PHI 110 ETHICS 3.0 CR

This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning. (Recommended Prerequisite: ENG 100)

PHM 101 INTRODUCTION TO PHARMACY 3.0 CR

This course provides a study of and introduction to pharmacy and the role in providing patient care services.

PHM 110 PHARMACY 4.0 CR

This course provides a study of theory and practice in procuring, manipulating, and preparing drugs for dispensing.

PHM 113 PHARMACY TECHNICIAN MATH 3.0 CR

This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations.

PHM 114 THERAPEUTIC AGENTS I 3.0 CR

This course provides an introductory study of therapeutic drug categories.

PHM 124 THERAPEUTIC AGENTS II 3.0 CR

This course includes a study of therapeutic drug categories.

PHM 152 PHARMACEY TECHNICIAN PRACTICUM I 2.0 CR

This course provides a practical introduction to the pharmacy environment.

PHM 164 PHARMACY TECHNICIAN PRACTICUM II 4.0 CR

This course provides practical application of pharmacy skills in pharmacy environments.

PHS 101 PHYSICAL SCIENCE I 4.0 CR

This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics. (Recommended prerequisites: ENG 100)

PHY 201 PHYSICS I 4.0 CR

This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. (Prerequisites: ENG 100 and MAT 110)

PHY 202 PHYSICS II 4.0 CR

This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. (Prerequisite: PHY 201)

PHY 221 UNIVERSITY PHYSICS I 4.0 CR

This is the first of a sequence of courses. The course includes a calculus-based treatment of the following topics: vectors, laws of motion, rotation, vibratory, and wave motion. (Prerequisite: MAT 111) (Corequisites: MAT 130 or MAT 140 and ENG 101)

PHY 222 UNIVERSITY PHYSICS II 4.0 CR

This course is a continuation of calculus-based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields, and induction phenomena. (Prerequisites: PHY 221)

PSC 201 AMERICAN GOVERNMENT 3.0 CR

This course is a study of national governmental institutions with emphasis on the constitution, the functions of executive, legislative and judicial branches, civil liberties, and the role of the electorate. (Prerequisite: ENG 100 or equivalent)

PSC 215 STATE AND LOCAL GOVERNMENT 3.0 CR

This course is a study of state, county, and municipal government systems, including interrelationships between these systems and within the federal government. (Prerequisite: ENG 100 or equivalent)

PSC 220 INTRODUCTION TO INTERNATIONAL RELATIONS 3.0 CR

This course introduces the major focus and factor, influencing world affairs, with emphasis on the role of the United States in the global community and the impact of growing interdependence on daily living. (Prerequisite: ENG 100 or equivalent)

COURSE DESCRIPTIONS

PSY 105 PERSONAL/INTERPERSONAL PSYCHOLOGY 3.0 CR

This course emphasizes the principles of psychology in the study of self and interpersonal adjustment and behavior in contemporary society. (Corequisite: ENG 100 or equivalent)

PSY 201 GENERAL PSYCHOLOGY 3.0 CR

This course includes the following topics: an introduction to the basic theories and concepts in the science of behavior, scientific method, biological bases for behavior, perception, motivation, learning memory, development, personality, and abnormal behavior. (Prerequisite: ENG 100 or equivalent)

PSY 203 HUMAN GROWTH AND DEVELOPMENT 3.0 CR

This course is a chronological study of the physical, cognitive and emotional factors affecting human growth, development, and potential. (Prerequisite: ENG 100 or equivalent)

PSY 212 ABNORMAL PSYCHOLOGY 3.0 CR

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures. (Prerequisite: ENG 100 or equivalent)

QAT 202 METROLOGY AND CALIBRATION 3.0 CR

This course covers the measuring instruments used in a typical industrial metrology laboratory. Techniques of making measurements, accuracy and precision, and calibration control systems are stressed.

RAD 101 INTRODUCTION TO RADIOGRAPHY 2.0 CR

This course provides an introduction to radiologic technology with emphasis on orientation to the radiology department, ethics, and basic radiation protection.

RAD 102 RADIOGRAPHY PATIENT CARE PROCEDURES 2.0 CR

This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient.

RAD 105 RADIOGRAPHIC ANATOMY 4.0 CR

This course includes the study of the structures of the human body and the normal function of its systems. Special emphasis is placed on radiographic anatomy.

RAD 110 RADIOGRAPHIC IMAGING I 3.0 CR

This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.

RAD 115 RADIOGRAPHIC IMAGING II 3.0 CR

This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.

RAD 121 RADIOGRAPHIC PHYSICS 4.0 CR

This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of x-ray equipment.

RAD 130 RADIOGRAPHIC PROCEDURES I 3.0 CR

This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities are included.

RAD 136 RADIOGRAPHIC PROCEDURES II

3.0 CR

This course is a study of radiographic procedures for visualization of the structures of the body.

RAD 152 APPLIED RADIOGRAPHY I

2.0 CR

This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.

RAD 165 APPLIED RADIOGRAPHY II

5.0 CR

This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

RAD 175 APPLIED RADIOGRAPHY III

5.0 CR

This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.

RAD 201 RADIATION BIOLOGY

2.0 CR

This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel, and the population at large to a minimum.

RAD 210 RADIOGRAPHIC IMAGING III

3.0 CR

This course provides a detailed study of advanced methods and concepts of imaging.

RAD 220 SELECTED IMAGING TOPICS

3.0 CR

This course is a study of advanced topics unique to the radiological sciences.

RAD 230 RADIOGRAPHIC PROCEDURES III

3.0 CR

This course is a study of special radiographic procedures.

RAD 256 ADVANCED RADIOGRAPHY I

6.0 CR

This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.

RAD 268 ADVANCED RADIOGRAPHY II

8.0 CR

This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.

RAD 278 ADVANCED RADIOGRAPHY III

8.0 CR

This course includes routine and advanced radiographic procedures in the clinical environment.

RDG 031 DEVELOPMENTAL READING BASICS

3.0 CR

This is a basic course designed to strengthen academic reading skills. Students will learn fundamental strategies to improve reading comprehension. Instruction will include an overview of basic concepts such as determining word meaning and will introduce reading as a process.

RDG 100 CRITICAL READING (NON-DEGREE CREDIT)

3.0 CR

This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. (Prerequisite: RDG 031 or equivalent -- Minimum grade "C")

COURSE DESCRIPTIONS

RDG 101 COLLEGE READING

3.0 CR

This course is designed to enhance reading efficiency by effectively processing and analyzing information. (Prerequisite: RDG 100 or equivalent -Minimum grade of "C")

RTV 101 AUDIO TECHNIQUES

3.0 CR

This course covers the introduction to the tools and processes involved in audio production, including basic training in the operation of sound recording and playback systems. (Corequisite: RTV 105)

RTV 103 FIELD OPERATIONS

3.0 CR

This course introduces the setup, operation, and application of video equipment for field production. (Corequisites: RTV 110 & 203, CGC 213) (Prerequisites: RTV 105 and RTV 101—Minimum grade of "C")

RTV 105 TELEVISION STUDIO OPERATION

3.0 CR

This course covers the basics of studio operations with emphasis on lighting, cameras, floor management, and control room operations. (Prerequisite: RDG 100 or equivalent) (Corequisite: RTV 101 & 202)

RTV 107 PRODUCING AND DIRECTING

3.0 CR

Includes the processes involved in creating and organizing an idea to the final video product. (Prerequisites: RTV 103 and CGC 213—Minimum grade of "C")

RTV 110 WRITING FOR TELEVISION

3.0 CR

Covers combining writing and video production skills as applied to television production . (Prerequisite: RDG 100 or equivalent) (Corequisites: CGC 213 and RTV 103)

RTV 202 TELEPRODUCTION EXTERNSHIP I

1.0 CR

This course includes individually assigned production experiences at television production locations. (Corequisite: RTV 105)

RTV 203 TELEPRODUCTION EXTERNSHIP II

2.0 CR

Includes production experiences at television production locations. (Corequisite: RTV 103)

RTV 204 TELEPRODUCTION EXTERNSHIP III

2.0 CR

Includes production experiences at television production locations. (Corequisite: RTV 107)

RTV 205 BROADCAST ELECTRONICS

3.0 CR

Covers the electronic principles used in audio and video production equipment, including signal applications, calibration, and troubleshooting. (Corequisites: RTV 107 and RTV 204)

SCI 150 FORENSIC SCIENCE I

4.0 CR

This course is a study of how criminal activity generates physical evidence, and the identification, collection, preservation of physical evidence. (Recommended Prerequisite: ENG 100)

SOC 101 INTRODUCTION TO SOCIOLOGY

3.0 CR

This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth and technology in society, and social institutions. (Prerequisite: ENG 100 or equivalent)

SOC 102 MARRIAGE AND THE FAMILY**3.0 CR**

This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change. (Prerequisite: ENG 100 or equivalent)

SOC 205 SOCIAL PROBLEMS**3.0 CR**

This course is a survey of current social problems in America that stresses the importance of social change and conflicts as they influence definitions, etiology, and possible solutions. (Prerequisite: ENG 100 or equivalent)

SPA 101 ELEMENTARY SPANISH I**4.0 CR**

This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Hispanic cultures. (Prerequisite: ENG 100 or equivalent -- Minimum grade of "C")

SPA 102 ELEMENTARY SPANISH II**4.0 CR**

This course continues development of the basic language skills and the study of Hispanic cultures. (Prerequisite: SPA 101 --Minimum grade of "C")

SPA 201 INTERMEDIATE SPANISH I**3.0 CR**

This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose. (Prerequisite: SPA 102 -- Minimum grade of "C")

SPC 205 PUBLIC SPEAKING**3.0 CR**

This course is an introduction to principles of public speaking with application of speaking skills. (Prerequisite: ENG 100 or equivalent)

SUR 101 INTRODUCTION TO SURGICAL TECHNOLOGY**5.0 CR**

This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing.

SUR 102 APPLIED SURGICAL TECHNOLOGY**5.0 CR**

This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects.

SUR 103 SURGICAL PROCEDURES I**4.0 CR**

This course is a study of a system-to-system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment, and team responsibility. Patient safety, medical/legal aspects, and drugs used in surgery are emphasized.

SUR 104 SURGICAL PROCEDURES II**4.0 CR**

This course is a study of the various specialties of surgical procedures.

SUR 105 SURGICAL PROCEDURES III**4.0 CR**

This course is a study of advanced specialties of surgical procedures.

SUR 111 BASIC SURGICAL PRACTICUM**7.0 CR**

This course includes the application of theory under supervision in the perioperative role in various clinical affiliations.

COURSE DESCRIPTIONS

SUR 114 SURGICAL SPECIALTY PRACTICUM 7.0 CR

This course includes the correlation of the principles and theories of specialized surgical procedures with clinical performance in affiliated hospitals.

SUR 120 SURGICAL SEMINAR 2.0 CR

This course includes the comprehensive correlation of theory and practice in the perioperative role.

SUR 125 STERILE PROCESSING PRACTICUM 5.0 CR

This course presents the applications of sterile processing theory in the clinical setting.

SUR 130 BIOMEDICAL SCIENCES FOR SURGICAL TECH 1.0 CR

This course includes basic principles of electricity, physics, and robotics as they relate to safe patient care practices in the operating room.

TEL 101 FUNDAMENTALS OF TELECOMMUNICATIONS 2.0 CR

This course is a study of the telecommunications network, including an overview of network topologies, switching operations, local loop operations, and telephone circuit operations. (Prerequisites: ENG 100 or equivalent, MAT 101 or equivalent, and RDG 100 or equivalent)

TEL 103 TELECOMMUNICATIONS CABLE AND CONNECTORS 1.0 CR

This course is a study of the identification and preparation of telecommunications wires and cables. Connectors are installed and tested on typical wires and cables as encountered in the telecommunications industry. (Prerequisites: ENG 100 or equivalent, MAT 101 or equivalent, and RDG 100 or equivalent)

TEL 104 FIBER OPTIC COMMUNICATIONS 1.0 CR

This course is a study of the basic principles of fiber optic communications systems. (Prerequisite: TEL 101)

TEL 105 TELECOMMUNICATIONS PRINCIPLES 4.0 CR

This course is the study of the basic principles of telecommunications systems. It will include operational characteristics of the voice telephone, wire and cable connectors, and a typical connection link. (Prerequisite: TEL 101)

TEL 110 TELECOMMUNICATIONS NETWORK PLANNING 3.0 CR

A study of the telecommunications planning process. Topics include switching hierarchies, local loop and interoffice network design using the long range outside plant plan concept, F1/F2 concepts and distribution area design. (Prerequisite: TEL 105 or by departmental permission)

TEL 201 TRANSMISSION DESIGN FUNDAMENTALS 3.0 CR

This course is a study of the principles of analog and digital transmission design. Topics include loaded and non-loaded resistance design, loop make-ups, copper T1 design and digital service design. (Prerequisite: TEL 105 or by departmental permission)

TEL 220 WIRELESS COMMUNICATIONS OVERVIEW 2.0 CR

This course is a study of current wireless technologies as well as future directions. Topics include traditional cellular and PCS, wireless network design, and analog transmission methods. (Prerequisite: TEL 105 or by departmental permission)

TEL 240 FIBER OPTICS THEORY**2.0 CR**

This course is a study of the basic theory of fiber optics transmission. Topics include O/E conversions, multiplexer design and sonet standards. (Prerequisite: TEL 105 or by departmental permission)

THE 101 INTRODUCTION TO THEATRE**3.0 CR**

This course includes the appreciation and analysis of theatrical literature, history, and production. (Prerequisite: ENG 100 or equivalent)

WLD 104 GAS WELDING AND CUTTING**2.0 CR**

Covers welding, brazing, soldering and cutting of metals. (Prerequisite: RDG 031 or equivalent)

WLD 111 ARC WELDING I**4.0 CR**

This course covers the safety, equipment, and skills used in the shielded metal arc welding process. Fillet welds are made to visual criteria in several positions. (Prerequisite: RDG 031 or equivalent)

WLD 113 ARC WELDING II**4.0 CR**

This course is a study of arc welding of ferrous and/or non-ferrous metals. (Prerequisite: RDG 031 or equivalent and WLD 111)

WLD 136 ADVANCED INERT GAS WELDING**2.0 CR**

This course covers the techniques for all positions of welding ferrous and non-ferrous metals. (Prerequisite: RDG 031 or equivalent)

WLD 142 MAINTENANCE WELDING**3.0 CR**

This course covers gas and arc welding processes used in maintenance shops. (Prerequisites: RDG 031 or equivalent; MAT 032 or equivalent)

WLD 152 TUNGSTEN ARC WELDING**4.0 CR**

Covers gas tungsten arc welding of carbon-steel filler metal and carbon-steel metals with stainless-steel filler metals. (Prerequisite: RDG 031 or equivalent)

WLD 154 PIPE FITTING & WELDING**4.0 CR**

This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes. (Prerequisites: RDG 031 or equivalent; WLD 111 and WLD 113)

WLD 201 WELDING METALLURGY**2.0 CR**

This course covers the weldability of metals, weld failure, and the affects of heat on chemical, physical, and mechanical properties.

WLD 208 ADVANCED PIPE WELDING**3.0 CR**

This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and non-ferrous metals. (Prerequisites: RDG 031 or equivalent and WLD 154)

WLD 212 DESTRUCTIVE TESTING**2.0 CR**

This course covers the destructive testing methods used in the evaluation of welds. (Prerequisites: RDG 031 or equivalent and WLD 113)

COLLEGE PERSONNEL

PRESIDENT

Greg F. Rutherford
A.A.S., Asheville-Buncombe Technical
Community College
B.S., University of North Carolina at
Asheville
M.B.A., Western Carolina University
Ph.D., University of Texas at Austin

Jennifer S. Gammon
Administrative Coordinator
B.S., University of North Carolina at
Wilmington

Information Services

Vickie Brecht
Applications Analyst
A.C.T., York Technical College

Kelly Estes
Applications Analyst
B.S., Limestone College

Brian Gallien
Systems Support Manager
A.E., York Technical College

Jeffery Lyon
Systems Manager
A.S., York Technical College
B.S., Clemson University
M.S., Nova Southeastern University

Charlene Ogle, CPS
Applications Analyst
A.B., York Technical College

Bryan Thomas
Systems Technician
A.S., York Technical College

Jeffrey Wade
Computer Services Manager
A.E., York Technical College
B.S., Limestone College

Jim Werner
Applications Analyst
A.S., York Technical College
B.S., Marquette University
M.S., DeVry University

Office of Institutional Effectiveness and Research

Mary Beth Schwartz
Director
B.A., Antioch College
M.P.A., University of Pittsburgh

Vicki Stewart
Data Coordinator
A.B., York Technical College
B.S., Limestone College
M.B.A., Strayer University

Office of Planning and Special Projects

Jacquelyn H. Nesbitt
Director
A.B., York Technical College
B.S., Limestone College
M.B.A., Winthrop University

Barbara Lewis
Administrative Assistant
B.A., Montclair State University
M.A., Columbia International University

Public Information/Marketing Office

Joe Polinski
Director
B.A., State University of New York
at Stony Brook
M.S., National University

Ellis Carter
Public Information Coordinator
B.A., Furman University
M.B.A., American Intercontinental
University

Michael McAllister
Public Information Coordinator
A.A.S., Randolph Community College
B.A., University of North Carolina at
Chapel Hill

Kimberly D. Starnes
Public Information Coordinator
B.A., Winthrop University
Certificate, Art Institute of Charlotte

readySC

Larry L. Lindsey
Senior Director
B.S., Winthrop University

COLLEGE PERSONNEL

Janet Bedenbaugh
Program Assistant
B.S., Winthrop University

VICE PRESIDENT FOR BUSINESS AFFAIRS

Dennis A. Gribenas
Vice President for Business Affairs
B.S., Northeastern University
M.B.A., Babson College
Ph.D., University of South Carolina

David E. LeGrande, Jr.
Director of Facilities Planning and Construction
A.A.S., York Technical College
B.S., Lander University
M.Ed., Winthrop University

Debra Bailey
Administrative Coordinator
B.S., Virginia Intermont College

Auxiliary Services and Procurement

Michael Anders
Printing Equipment Operator

Annie Barnette
Food Service Assistant Manager

Wanda Langley
Property and Inventory Control Specialist
Shipping and Receiving

Steve Mauney
Printing Services Manager

Terry Rhodes
Food Service Manager

Leah Smith
Procurement Specialist
B.S., Winthrop University

Accounting Department

Melissa Granacher
Accounting Manager
B.S., Winthrop University

Maureen Gore
Accountant
A.B., York Technical College

Becky Moon
Senior Accountant
A.B., York Technical College
B.S., Winthrop University
E.M.B.A., Winthrop University

Melinda Moore
Accountant
A.B., York Technical College
B.S., Limestone College

Julie O'Dell
Accountant
A.B., York Technical College

Lowanna Y. Turner
Accountant
A.B., York Technical College

Business Office

Janice Patton
Accounting Technician Supervisor
B.S., Johnson C. Smith University

Tara Comer
Fiscal Technician
B.A., Winthrop University

Facilities Management

Robert L. Brown
Director
B.S., University of North Carolina at Charlotte
B.S., Winthrop University

Barry Adams
Custodial

Robbie Ayers
Grounds

Ben Bowen
Campus Security Officer

Tim Bowers
Trades Specialist

Steve Cameron
Trades Specialist

Bryon Carter
Custodial

Kasey Grey
Grounds

Rick Hallam
Trades Specialist

Robert Heath
Trades Specialist

Frances Hefney
Custodial Services Supervisor

COLLEGE PERSONNEL

Steve Osborne
Trade Specialist

Elizabeth Ferguson
Custodial

Joe Ingram
Custodial

Quinton Long
Custodial Shift Supervisor

Steve McArthur
Trades Specialist

Betty McMurray
Custodial

Mechelle Pate
Custodial

Shirley McWaters
Custodial

Lori Neill
Custodial

Charles Pittman
Custodial

Roy Polk
Grounds Supervisor

James Reeves
Maintenance Supervisor
A.S., York Technical College
Diploma, Industrial Maintenance, York
Technical College

Donald Root
Campus Security Officer

Paul Shaffer
Trades Specialist

Bruce Stair
Campus Security Officer

Tim Turney
Chief, Campus Security

Maggie Walker
Administrative Coordinator

Evelyn Young
Custodial

Human Resources

Edwina Roseboro-Barnes
Director
B.S., University of South Carolina
M.L.A., Winthrop University

Candee Brakefield
Benefits Manager
B.A., Winthrop University

Ann Geter
Human Resources Assistant
A.A., Midlands Technical College

Juan R. Harris
Employment Coordinator
B.A., Ramapo College of New Jersey
M.P.A., Fairleigh Dickinson University

Roslyn Hughes
Human Resources Assistant
A.B., York Technical College

VICE PRESIDENT FOR DEVELOPMENT

Edward F. Duffy
Vice President for Development
B.S., University of Dayton
M.Ed., University of North Carolina
at Charlotte
Ph.D., University of Florida

Sharon T. Bodrick
Grants Manager
B.A., Johnson C. Smith University
M.P.A., University of Pittsburgh

Kimberly C. Herndon
Development Coordinator
B.S., University of North Carolina at
Greensboro
M.C.R.P., Clemson University

Ruby Jackson
Administrative Specialist
Diploma, York Technical College

Angela Shirley
Administrative Assistant
A.B., York Technical College

COLLEGE PERSONNEL

EXECUTIVE VICE PRESIDENT FOR ACADEMIC AND STUDENT AFFAIRS

Carolyn Stewart

*Executive Vice President for Academic
and Student Affairs*

B.S.N., University of North Carolina
at Chapel Hill

M.A., Appalachian State University

Ed.S., University of South Carolina

Ph.D., University of South Carolina

Susan S. Feemster

Administrative Assistant

A.B., York Technical College

INSTRUCTIONAL DIVISIONS

BUSINESS/COMPUTER/ARTS & SCIENCES

Jack Bagwell

*Associate Vice President for Academic
Affairs*

B.S., Winthrop University

M.S., Winthrop University

Edie Dillé

*Associate Dean for Business and
Information Technology*

B.S., Winthrop University

M.B.A., Winthrop University

Cindy Mayfield

Associate Dean for Arts & Sciences

B.A., Winthrop University

M.A., Winthrop University

M.Ed., Winthrop University

Laura Ross Sturgis

*Associate Dean, College Transfer,
Articulation, and Special Projects*

B.A., Winthrop University

M.S., Winthrop University

Administrative/Technology Support for Business/Computer/Arts & Sciences

Angela Flores

Office Manager

Joann Kelly

Administrative Specialist

B.A., Georgia Southern University

Terry A. Mobley

Administrative Specialist

A.B., York Technical College

Cynthia Williams

Administrative Specialist

Certificate, York Technical College

Administrative Office Technology

Gwendolyn C. Wilson

Department Chair

B.S., Winthrop University

M.A.T., Winthrop University

Regina Clawson

Instructor

B.H.S., Medical University of South
Carolina

M.B.A., Winthrop University

Brenda Freeman

Instructor

B.S., Voorhees College

M.E.D., South Carolina State

University

Mary J. Knight

Instructor

B.S., Limestone College

M.B.A., University of Phoenix

Mark Morrell

Instructor

B.S., University of South Carolina

M.B.A., Winthrop University

J.D., University of South Carolina

Mina Williams

Instructor

B.A., New College of California

M.A., San Francisco State University

Business Administration

Ivan Lowe

Department Chair

A.A., Northwood University

B.A., Northwood University

M.B.A., Baker College

Chris Ardis

Instructor

B.S., Winthrop University

M.B.A., Winthrop University

Anita Leslie

Instructor

B.S., Winthrop University

M.B.A., Winthrop University

Dane Loflin

Instructor

B.S., Limestone College

M.B.A., University of Phoenix

James McDermott

Instructor

B.S., Southern Illinois University

M.B.A., Southern Illinois University

M.S., University of North Carolina at Charlotte

R. Douglas Parker

Instructor

B.S., Western Carolina University

M.A., Western Carolina University

English/Languages

Amanda Mosley

Department Chair

B.S., Louisiana Tech University

M.A., Winthrop University

Karen Hedgepeth

Instructor

B.A., Clemson University

M.Ed., Clemson University

Martin Grant

Instructor

B.A., Erskine College

M.A., Winthrop University

Catherine Kerwan

Instructor

A.B., Mount St. Vincent College

M.A., Syracuse University

Martha Macdonald

Instructor

B.A., Erskine College

M.A., University of Maryland

Ph.D., Walden University

Kathryn Neal

Instructor

B.A., University of South Carolina

M.A., Winthrop University

Richard Orr

Instructor, English/German

B.A., East Carolina University

M.A., The University of Tulsa

Love Sanchez-Suarez

Instructor, Spanish/French

B.A., Grove City College

M.A., Syracuse University

Humanities

Rob Sturgis

Department Chair

B.A., Winthrop University

M.A., Winthrop University

Pete Baldwin

Instructor, History

B.A., Winthrop University

M.A., Winthrop University

Rick Whisonant

Instructor, History and Political Science

B.A., Winthrop University

M.A., Winthrop University

Information Technology

Jyron Baxter

Department Chair

B.S., Fayetteville State University

M.C.S., North Carolina State University

Kathryn Floyd

Instructor

A.S., York Technical College

Michael Gayk

Instructor

B.F.A., Center for Creative Studies

M.F.A., University of Washington

Dexter Harlee

Instructor

B.S., Indiana University

M.A., Webster University

Ph.D., Capella University

Toan Tran

Instructor

B.S., DeVry University

Steve Ward

Instructor

B.A., University of North Carolina at Charlotte

Learning Assistance & Assessment Centers

Taunya Paul

Department Chair

B.S., Mansfield University

M.S., Mansfield University

Gale Moore

Instructor, Learning Assistance Center

B.S., Winthrop University

M.Ed., Winthrop University

Ed.S., University of Georgia

COLLEGE PERSONNEL

Theresa Spisak
Instructor, Learning Assistance Center
B.S., Seton Hall
M.A., New Jersey City University

Cassonda Thompson
Instructor, Learning Assistance Center
A.S., Gaston College
B.A., Belmont Abbey College

Sally Westmoreland
Program Assistant, Assessment Center
A.A.S., Winthrop University

Mathematics

Frank Caldwell
Department Chair
A.A., Brevard College
B.S.Ed., Western Carolina University
M.A., University of Illinois
Ed.D., Clemson University

Andu Agbor
Instructor
M.S., University of North Carolina

David Bain
Instructor
B.S., University of North Carolina-
Chapel Hill
M.S., Winthrop University

Nasser Navidar
Instructor
B.S., University of Albany
M.S., Lehman College
M.A., Lehman College

Nora Othman
Instructor
B.S., University of Miami
M.S., West Virginia University
Ed.D., West Virginia University

George Sweet
Instructor
A.A., Sante Fe Community College
B.A., University of Florida
M.S., University of Florida

Peng Thao
Instructor
B.A., University of the Pacific
M.A., University of North Carolina -
Charlotte

Ellen Vilas
Instructor
B.S., Midland College
M.S., University of Iowa

Catherine Whitley
Instructor
B.S., Johnson State College
M.A., The Citadel

Stephanie Whitt
Instructor
B.A., Clemson University
M.S., North Carolina State University

Science

John McGill
Department Chair
B.S., Presbyterian College
M.S., Winthrop University

Lee Craig
Instructor, Physics
B.A., University of North Carolina-
Asheville
M.S., Clemson University

William Lewis
Instructor, Chemistry
B.S., University of North Carolina
at Chapel Hill
Ph.D., Clemson University

Bruce Romein
Instructor, Biology
B.A., Erskine College
M.A., Appalachian State University

Janie Sigmon
Instructor, Biology
B.A., Winthrop University
Ph.D., Clemson University

David A. Whitley
Instructor
B.S., North Carolina State University
Ph.D., North Carolina State University

Elizabeth Wyatt
Instructor, Biology
R.N. Diploma, Presbyterian Hospital
School of Nursing
B.S.N., Medical University of South
Carolina
M.A.T., Winthrop University

Social Sciences

Andrea Phronebarger
Department Chair
 B.S., College of Charleston
 M.A., University of North Carolina at Charlotte

Carl E. Oppermann
Instructor, Economics
 B.S., University of South Carolina
 M.S., Murray State University
 Ed.D., Nova University

Rocky Ratteree
Instructor, Sociology
 B.A., University of North Carolina Charlotte
 M.A., University of North Carolina Charlotte

Lisa Washington
Instructor, Sociology/Psychology
 A.A., Anderson College
 B.S., College of Charleston
 B.A., North Carolina Central University
 M.A., North Carolina Central University

CORPORATE AND CONTINUING EDUCATION

Joanne Zukowski
Associate Vice President for Economic and Workforce Development
 B.S., University of Missouri
 M.Ed., University of Missouri
 Ed.D., Nova Southeastern University

Administrative Support for Continuing Education

Cynde Marshall
Office Manager

Sierra Burris
Administrative Specialist
 Certificate, York Technical College
 A.B., York Technical College
 A.A., York Technical College

Becky Cannon
Administrative Specialist
 Diploma, York Technical College

Janie Liggins
Program Assistant
 Certificate, York Technical College
 A.A., York Technical College

Levonne McCullough
Administrative Specialist
 Certificate, York Technical College
 A.A., Friendship Junior College

Continuing Education Program Managers/Coordinators

Linda Bolick
Program Manager, Health and Human Services
 A.D.N., Central Piedmont Community College

Kiwanne Brackett
Program Manager, Workforce Development and Personal Interest
 B.A., Winthrop University
 M.A., Webster University

Brenda Odom
Program Manager, Business, Industry & Technology
 B.S., University of South Carolina

Brooke Pound
Program Coordinator
 B.A., University of South Carolina

Ken Strickland
Program Manager, Construction Trades, Truck Driving, Line Worker
 A.S., Midlands Technical College

Ben Ross
Training Coordinator, Construction Trades, Truck Driving, Line Worker
 A.A., York Technical College

James Mroz
Lead Instructor, Truck Driving

Baxter M. Hood Continuing Education Center

Chris Cassidy
General Manager
 Diploma, York Technical College
 A.O.T., York Technical College
 B.S., Limestone College

Barbara McManus
Administrative Assistant

Sean Stallings
Audio Visual Manager
 Diploma, York Technical College
 B.A., Winthrop University

COLLEGE PERSONNEL

HEALTH AND HUMAN SERVICES DIVISION

Linda Weaver-Griggs
Associate Vice President for Academic Affairs
B.S., Winthrop University
M.Ed., University of South Carolina

Administrative Support for Health and Human Services

Teresa Smith
Office Manager
A.A., York Technical College
B.S., Limestone College

Alberta Robinson
Administrative Specialist
A.B., York Technical College

Early Childhood Development

Romy Allen
Department Chair
B.A., University of Dayton
M.A.T., Salem College

Deborah Dukes
Instructor
B.S. Western Carolina University
M.S., Western Carolina University

Deborah Tertinger
Instructor
B.S., Southern Illinois University
M.A., Southern Illinois University

Child Development Center

John Hayes
Director
B.S., Francis Marion University
M.Ed., University of South Carolina

Kisa Alexander
Lead Teacher
Diploma, York Technical College
A.P.S., York Technical College

Lisa Cody
Assistant Teacher
A.P.S., York Technical College

Cathy Crain
Assistant Teacher
Credential, York Technical College

Patricia DeCoursey
Assistant Teacher
A.P.S., York Technical College

Teffiany Fields
Assistant Teacher
Credential, York Technical College

Vivian Myers
Assistant Teacher
B.S., Pembroke University

Tammy Pate
Lead Teacher
Diploma, York Technical College
A.P.S., York Technical College

Joanne Reed
Lead Teacher
B.S., University of Maine

Kayla Robinson
Lead Teacher
B.S., Winthrop University

Tala Spitzer
Lead Teacher
Diploma, York Technical College
Certificate, York Technical College
Credential, York Technical College
A.P.S., York Technical College

Joey Starnes
Lead Teacher
B.A., University of South Carolina
A.P.S., York Technical College

Deborah Thomas
Assistant Teacher
Credential, York Technical College

Kathy Thomas
Lead Teacher
Diploma, York Technical College
A.P.S., York Technical College

Jennifer West
Assistant Teacher
A.P.S., York Technical College

Criminal Justice Technology & Human Services

Patricia D. Hovis
Department Chair
B.S., Columbus State University
M.P.A., Columbus State University

LeGrand Guerry

Instructor

B.S., Winthrop University

M.B.A., Winthrop University

Dental Health Professions

Edna Martin

Department Chair

A.H.S., Midlands Technical College

B.S., Claflin University

M.Ed., University of Phoenix

Charles Crosby

Instructor/Clinical Supervisor

B.S., Andrews University

D.D.S., Meharry Medical College

J.D. Nashville School of Law

Pamela Sherer

Instructor

Diploma, York Technical College

A.A.S., Central Piedmont Community College, NC

B.H.S., Medical University of S.C.

Wanda Hayes

Instructor

Diploma, Florence – Darlington Technical College

B.S.D.H., Medical University of South Carolina

Virginia West

Business Office Manager

Diploma, York Technical College

Medical Laboratory Technology & Medical Assisting

R. Lynne Fantry

Department Chair

B.S.M.T., Medical University of South Carolina

M.L.A., Winthrop University

Michelle Gagan

Instructor/Education Coordinator

B.S.M.T., Medical University of South Carolina

M.S.H.S., University of Medicine and Dentistry of New Jersey

Suzanne E. Tatro

Instructor

B.S.N., D'Youville College

M.S., University of Rochester

Nursing

Mary Anne Laney

Department Chair, Nursing and Health Careers

B.S.N., Mercy College of Detroit

M.S.N., Wayne State University

Ph.D., University of South Carolina

Catherine Favor-Kennedy

Instructor

B.S.N., University of South Carolina

M.S.N., University of South Carolina

Jane Fleischer

Program Coordinator

B.S.N., University of Texas

M.S.N., University of Colorado

Julie Hamilton

Instructor

B.S.N., Morehead State University

M.S.N., Regis University

Gina Misle

Instructor

A.D.N., York Technical College

B.S.N., University of South Carolina-Spartanburg

M.S.N., University of Phoenix

Amy Newton

Instructor

B.S.N., East Carolina University

M.S.N., East Carolina University

Denise Roberts

Instructor

A.D.N., USC- Lancaster

B.S.N., Wingate University

M.S.N., University of Phoenix

Ann Scott

Instructor

B.S.N., Clemson University

M.S.N., University of Virginia

Jan Sinfield

Instructor

A.D.N., Belmont Technical College

B.S.N., Gardner-Webb University

M.S.N., University of Phoenix

M.B.A., University of Phoenix

Suzanne Williams

Instructor

B.A., University of South Carolina

B.S.N., University of South Carolina

M.Ed., University of South Carolina

M.S.N., University of Phoenix

COLLEGE PERSONNEL

Karen Worthy

Instructor

A.D.N., University of South Carolina-

Upstate

B.S.N., University of South Carolina-

Upstate

M.S.N/M.P.H., University of South

Carolina- Columbia

Radiologic Technology

Michele R. Wells

Department Chair

Certificate, Community Hospital

School of Radiologic Technology

B.S. - HCM, Pfeiffer University

Kim Ford

Clinical Coordinator

A.H.S., York Technical College

B.H.S., Medical University of South

Carolina

Surgical Technology

John D. Ratliff

Department Chair

A.A.S., Mt. Hood Community College

Sandra Farley

Clinical Coordinator

A.O.T., Spartanburg Technical College

INDUSTRIAL AND ENGINEERING TECHNOLOGIES DIVISION

Marc Tarplee

*Associate Vice President for Academic
Affairs*

B.S., State University of New York

M.S.E.E., Rochester Institute of

Technology

Ph.D., University of South Carolina

Administrative Support for Industrial and Engineering Technologies

Carla A. Neely

Office Manager

A.B., York Technical College

Von P. Robertson

Administrative Specialists

A.B., York Technical College

B.S., Limestone College

Building Construction Trades

Ed Moore

Department Chair

A.S., Central Piedmont Community
College

B.S.M.E.T., University of North

Carolina at Charlotte

S.C. Mechanical Contractor (Plumbing)

Home Energy Rating Systems

(HERS) Rater

Richard Butler

Instructor, Residential/Commercial

Carpentry

B.S., Clemson University

M.S., Clemson University

Jason Ghent

Instructor, Residential/Commercial

Wiring

A.O.T., York Technical College

Eugene Roach

Instructor, Air Conditioning/Refrigeration

Mechanics

A.O.T., York Technical College

Electronics Engineering Technology

Cree Stout

Department Chair

B.A., University of South Florida

M.S.E.E., University of South Florida

Ed.D., Clemson University

Gopal Mohan

Instructor

B.S.E.E., University of Madras, India

M.S.E.E., University of Arkansas

Viji Padmanabhan

Instructor

B.S.E.E., University of Kerala, India

M.S.E.E., NC A & T State University

M.S.C.S., NC A & T State University

Energy Resource Center

Rodney H. Trump

Director, Energy Resource Center

A.O.T., York Technical College

B.S., University of Minnesota

S.C. Mechanical Contractor (HVAC)

N.C. Mechanical Contractor (HVAC)

M.B.A., Winthrop University

Home Energy Rating Systems

(HERS) Rater

Industrial Maintenance

Michael Brumbach
Department Chair
A.S., Ryder Technical Institute

Hezekiah Barnette
Instructor, Welding
A.O.T., York Technical College

Jeffrey Clade
*Instructor, Industrial
Electricity/Electronics*
Diploma, York Technical College
A.O.T., York Technical College
S.C. Master Electrical Contractor's
License

Jason Kefover
Instructor, Industrial Mechanics
B.S.M.E., Penn State University
B.A., Mansfield University

Dahmon King
Instructor
B. S.E.E.T., South Carolina State
University
M.B.A., University of Phoenix

Institute for Manufacturing Productivity

William W. Beaver
*Director, Institute for Manufacturing
Productivity and 3D Systems University*
B.S., Clemson University
M.B.A., University of South Carolina
P.E. Licensed Engineer South Carolina
P.E. Licensed Engineer North Carolina

Robert M. Baker
Instructor
Certificate, ECPI Computer Institute

Dewey Glick
Instructor
B.S.E.T., Wentworth College of
Technology

Greg Nalewajek
Instructor
Certificate, Connecticut School of
Electronics

Machine Tool Technology

Tom Dickerson
Department Chair
B.S.M.E., Clemson University
M.E.M.E., Clemson University
P.E. Licensed Engineer South Carolina

Michael McClain
Instructor
A.O.T., York Technical College
NIMS Certification

Michael Zavinski
Instructor
A.S., Central Piedmont Community
College

Mechanical/Graphics Engineering Technology

Mohammad Hossain
Department Chair
B.S.M.E., University of Rajshahi
M.S.M.E., Bucknell University
M.S.E.M., Penn State University

Susan V. Roberts
Instructor
A.S., York Technical College
B.S.E.T. University of North Carolina
at Charlotte
M.S., Norwich University

Karl Strieby
Instructor
B.S.M.E., Clemson University
Registered Professional Engineer

Teleproduction Technology

Shahram Mazhari
Department Chair
A.O.T., York Technical College

Transportation

Jamey Abercrombie
Department Chair
A.I.T., York Technical College

Chuck Greene
Instructor
A.I.T., York Technical College
B.S., Clemson University

Jonathon Stewart
Instructor
A.A.S., Spartanburg Technical College
B.S., Bellevue University

OFF-CAMPUS CENTERS

Ernie Green
Dean of Off-Campus Centers
B.A., Wofford College
M.A. Webster University

COLLEGE PERSONNEL

Beth Blackwell
Director, Chester Center
B.S., Winthrop University
M.L.A., Winthrop University

Stacy Scott
Director, Kershaw-Heath Springs Center
B.S., Wingate University

Melanie S. Gallman
Coordinator, Chester Workforce & Learning Success Center
B.S., Winthrop University
M.Ed., Columbia College

Sylvia LaValle Maupin, CPS
Office Manager, Chester Center
A.B., York Technical College

Melissa Redmond
Student Services Coordinator, Chester Center
B.S., University of South Carolina

LEARNING RESOURCES DIVISION

Lori Ochsner
Interim Associate Dean/Instructional Developer
B.S., University of Nebraska
M.A.E., University of Northern Iowa

Administrative Support for Learning Resources

Shelly Myers
Administrative Specialist, Learning Resources

Distance Learning

Ginger Dewey
Department Chair
B.A., Winthrop University
M.A.T., Winthrop University
Ed.S., University of South Carolina

Ashley Segal
Cooperative Work Experience and Apprenticeship Coordinator
B.S., Clemson University
M.S.O.M., Pfeiffer University

Education Technology Center

Denise Every
Department Manager
B.S., Winthrop University

Rickey Wages
Technology Specialist
A.E.T., York Technical College

Bradley Rollings
Technology Specialist
A.C.T., York Technical College

Library

Kristine Jones
Head Librarian
B.A., Syracuse University
M.L.S., Kent State University

Deborah M. Jones
Librarian
B.A., Florida Christian College
M.L.I.S., University of Southern Mississippi

Carolyn Gill
Library Technical Assistant

Phyllis Hefney
Library Technical Assistant
B.S., Limestone College

STUDENT AFFAIRS

Mark Ulseth
Associate Vice President for Academic and Student Affairs
B.A., Tri-State University
M.B.A., Western Michigan University
Ed.D., University of Nebraska Lincoln

Kelli T. Dawkins
Dean for Students
B.S., Winthrop University
M.B.A., Winthrop University

Academic Records

Brandy D. Piner
Department Manager
B.S.B.E., East Carolina University
M.P.A., East Carolina University

Alissa Hoover
Administrative Specialist
A.S., Mt. Aloysius Junior College

Margaret W. Massey
Associate Registrar
A.C.P., York Technical College
Certificate, York Technical College
B.S., Winthrop University

Frieda Shrake
Administrative Specialist
A.B., York Technical College

Laveria Wynn, CPS
Associate Registrar
 A.B., York Technical College
 B.S., Limestone College
 M.S., Capella University

Admissions and Recruiting

Kenneth B. Aldridge
Department Manager
 B.A., University of North Carolina
 Charlotte
 M.A., Appalachian State University

Teresa Bomar
Administrative Coordinator
 B.A., Winthrop University

Virginia L. Borell
Coordinator, Student Growth & Development
 B.A., Winthrop University
 M.Ed., Winthrop University

Warren C. Cook
Counselor
 A.A., Cleveland Community College
 B.S., Appalachian State University

Louise Cothran
Counselor
 B.A., Winthrop University
 M.Ed., Winthrop University

Kerri L. McGuire
Counselor
 B.A., Winthrop University
 M.Ed., Winthrop University
 National Board Certified Counselor

Sarah Mickel
Recruiter
 B.A., Winthrop University

Jane S. Putnam
Counselor
 B.A., Erskine College
 M.Ed., Winthrop University

Debbie Williams
Administrative Specialist

Career Services

Chris Cimino
Department Manager
 A.A.S., Mohawk Valley Community College
 B.P.S., State University of New York
 Institute of Technology
 M.L.A., Winthrop University

Linda Tennant
Career Development Coordinator
 B.A., Winthrop University
 M.L.A., Winthrop University

Financial Resources

Angela P. Fowler
Director
 B.S., University of South Carolina-
 Upstate
 M.S., Southern Wesleyan University

Denise Chestnut-Walker
Program Coordinator/Counselor
 B.S., University of South Carolina
 M.B.A., Webster University

Nikisha Dawkins
Assistant Director
 A.S., University of South Carolina
 B.S., University of South Carolina
 M.B.A., University of Phoenix

Ottalee Frazier-Darden
Customer Service Specialist

Marsha Prince
Administrative Assistant/VA Coordinator

Tammy Tran
Program Coordinator/Counselor
 B.S., Emory & Henry College

Kara Traverse
Program Coordinator/Counselor
 B.A., Furman University
 M.S., Clemson University

Special Resources

Sally Herlong
Department Manager
 B.A., Converse College
 M.Ed., Winthrop University
 M.B.A., Winthrop University

Bea Beaty
Coordinator, Adults in Transition and Challenge
 B.A., Winthrop University
 M.A., Winthrop University

Linda Emerson
Program Coordinator, Learning Enhanced Achievement Program (LEAP)
 B.S., Winthrop University
 M.Ed., Winthrop University

Jackie Robinson
Administrative Specialist
 Certificate, York Technical College

COLLEGE PERSONNEL

Student Support Services

Jeanita P. Forrest
Department Manager
B.A., Winthrop University
M.S., Winthrop University

Brenda Nicholson
Counselor
B.A., Lenoir-Rhyne College

Bobby Plair
Counselor
B.M.E., Winthrop University
M.Ed., Winthrop University

Penny Ward
Administrative Specialist
Medical Office Certificate, York
Technical College

Visions/ETS Program

Nikita L. Baxter
Department Manager
B.S., University of South Carolina
M.A., Webster University

Prince Blackmon
Educational Specialist
B.A., University of South Carolina

Sherry Dye-King
Educational Specialist
B.A., University of South Carolina

Tamara Nichols
Educational Specialist
B.A., Winthrop University

Karen Smith Stevenson
Administrative Specialist
A.B., York Technical College
B.S. Beacon University

Workforce Development Center

Jerome McKiver
Director
B.A., Winthrop University

Yolanda A. Atkinson-Feaster
Case Manager
B.A., Clemson University
M.Ed., Clemson University

Diala Curbeam
Case Manager
B. A., Winthrop University

Bettina Feaster
Case Manager
B. S., Lander University
M.B.A., University of Phoenix

Lisa Hodge
Administrative Assistant
A.B., York Technical College

Kelly Hudson
Case Manager
B.A., Winthrop University

Angela Kent
Case Manager
B.S., South Carolina State University

Katie Lapham
Fiscal Technician

Linda Lee
Case Manager
B.A., Winthrop University

Michelle Lucas
Case Manager
B.S., University of South Carolina

Teresa Miller
Case Manager
B.A., Winthrop University

Paige Roberts
Intensive Services Specialist
B.A., University of South Carolina

CORRESPONDENCE DIRECTORY

If, after reading this catalog, you have further questions or wish to make specific inquiries about the programs or admission to York Technical College, please look below to find the appropriate office to contact.

York Technical College
452 South Anderson Road
Rock Hill, South Carolina 29730

ADMISSIONS

(803) 327-8008 within the local dialing area
(800) 922-TECH (toll-free) inside South Carolina

BUSINESS, COMPUTER, ARTS & SCIENCES DIVISION

(803) 327-8020

HEALTH & HUMAN SERVICES DIVISION

(803) 327-8023

INDUSTRIAL & ENGINEERING TECHNOLOGIES DIVISION

(803) 327-8019

CORPORATE & CONTINUING EDUCATION

(803) 325-2888

Campus Security	(803) 327-8013
Academic Records	(803) 325-2879
Financial Resources	(803) 327-8005

Visit our Web site at:

<http://www.yorktech.edu>

It is the policy of York Technical College not to discriminate on the basis of sex, race, age, religion, veteran status, national origin or disability in its educational programs, activities, or employment policies. Title IX and Section 504 Compliance Officer is Edwina Roseboro-Barnes, Director of Human Resources, York Technical College, 452 South Anderson Road, Rock Hill, SC 29730.